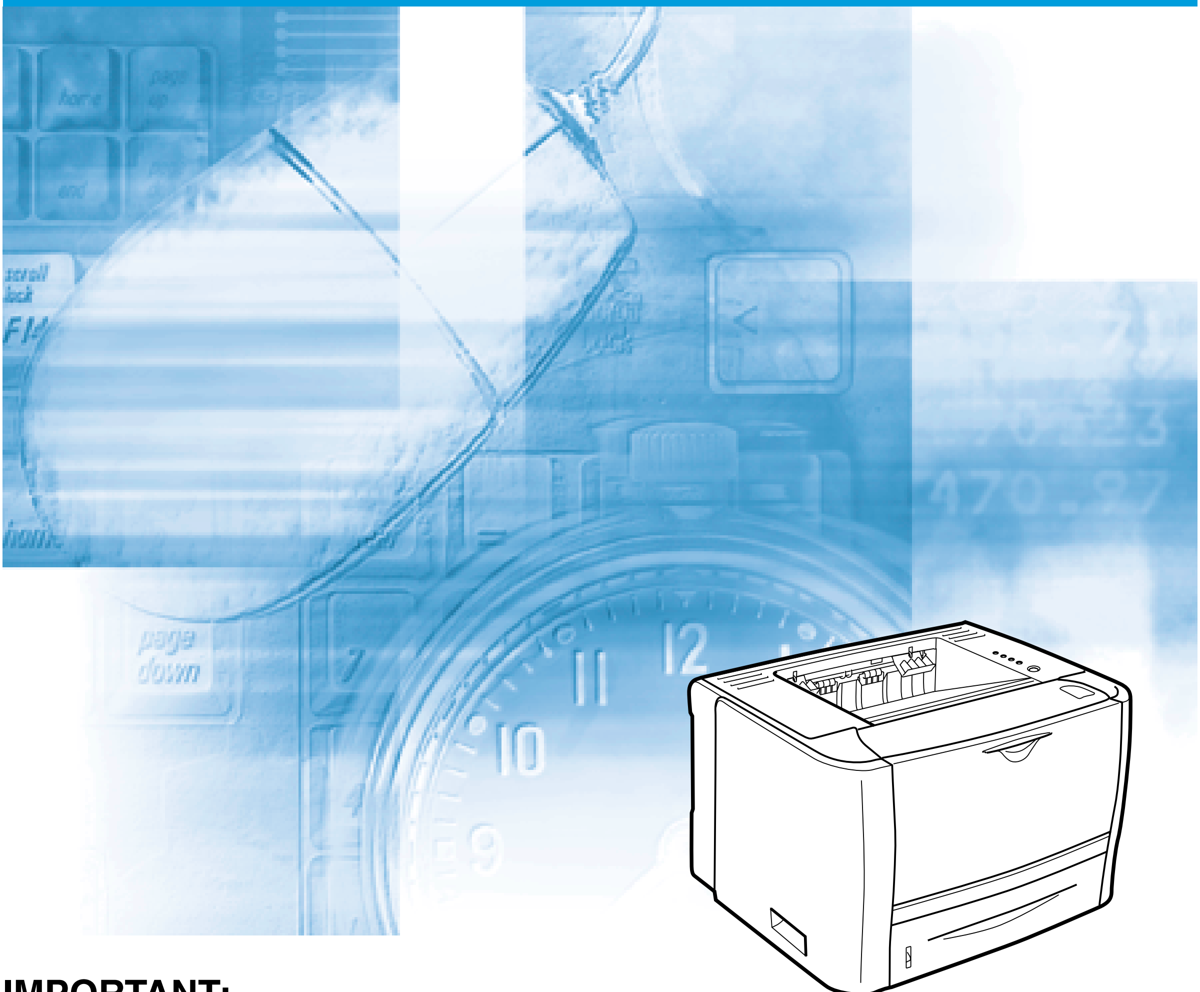
Canon

LBP3310

Automatic Image Refinement

CAPT
Canon Advanced Printing Technology

User's Guide



IMPORTANT:

Read this manual carefully before using your printer.
Save this manual for future reference.

ENG

LBP3310
Laser Printer
User's Guide

Manuals for the Printer

The manuals for this printer are arranged as follows. Please use them as a reference as needed.

CD-ROM Guides with this symbol are PDF manuals included in the accompanying CD-ROM.

• **Installation** • **Basic Operations** • **Troubleshooting**	**User's Guide (This Manual)**	CD-ROM
• **Setting Up the Network Environment for Printing** • **Managing the Printer in the Network Environment** Only if the optional network board is installed	**Network Guide**	CD-ROM
• **Operating/Setting the Printer from the Web Browser** Only if the optional network board is installed	**Remote UI Guide**	CD-ROM

To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.

How This Manual Is Organized

Contents

Chapter 4 Setting Up the Printing Environment

Chapter 8 Troubleshooting

Chapter 9 Installing the Optional Accessories

Chapter 10 Appendix

Preface

Thank you for purchasing the Canon LBP3310.
Please read this manual thoroughly before operating the printer in order to familiarize yourself with its capabilities, and to make the most of its many functions.
After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols in this manual are used to highlight procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the printer safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the printer safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the printer correctly, and to avoid damage to the printer.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys and Buttons Used in This Manual

The following are a few examples of how keys and buttons are depicted in this manual:

- Control panel keys: Key icon + (Key Name)
  Example: ◎(Cancel Job)
- Buttons on Computer Operation Screen: [Button Name]
  Example: [OK]
  [Details]

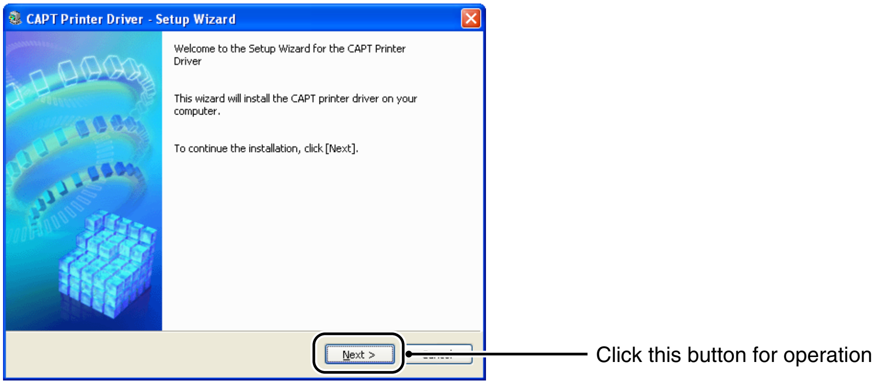
Displays Used in This Manual

Displays used in this manual may differ from those shown on your computer display, depending on the system.

The buttons to be clicked are marked with a ⬭ as shown below.

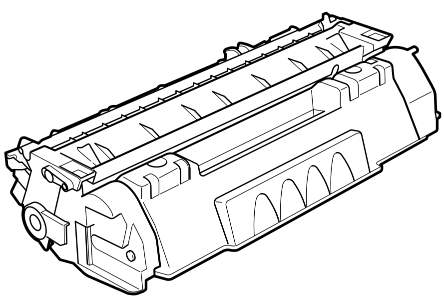
If multiple buttons can be clicked for a procedure, all such buttons will be marked on the illustration. Select the appropriate button.

10 **Click [Next].**

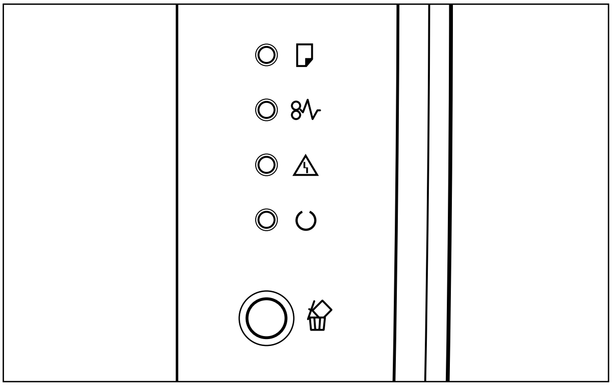


Illustrations Used in This Manual

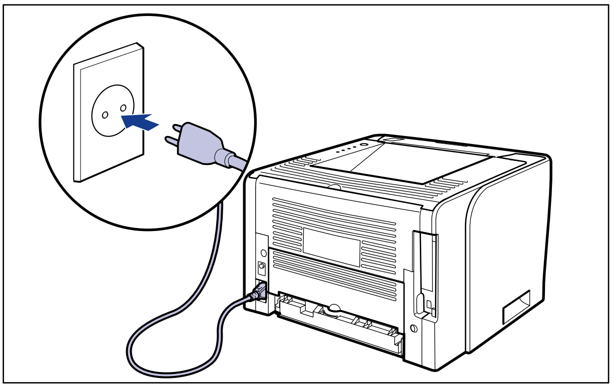
- The illustrations of the toner cartridge used in this manual mean the toner cartridge (Canon Genuine Cartridge) of which printable pages are approximately 3,000 pages.



• Though not shown in the illustrations in this manual, the control panels are labeled with names in certain countries or regions.



• Although the power cord used in this manual is as the one in the following illustration, the form of the power cord may differ depending on the country or region.



Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft Windows 2000:	Windows 2000
Microsoft Windows XP:	Windows XP
Microsoft Windows Server 2003:	Windows Server 2003
Microsoft Windows Vista operating system:	Windows Vista
Microsoft Windows operating system:	Windows

Legal Notices

Product Name

Safety regulations require the product's name to be registered.

In some regions where this product is sold, the following name(s) in ( ) may be registered instead.

LBP3310 (F151800)

FCC (Federal Communications Commission)

■ 110 - 127 V model

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
Tel No. (516) 328-5600

EMC Directive (220 - 240 V model)

"This equipment has been tested in a typical system to comply with the technical requirements of EMC Directive."

- Use of shielded cable is necessary to comply with the technical requirements of EMC Directive.

The product is in conformity with the EMC directive at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 - 240 V, 50/60 Hz.

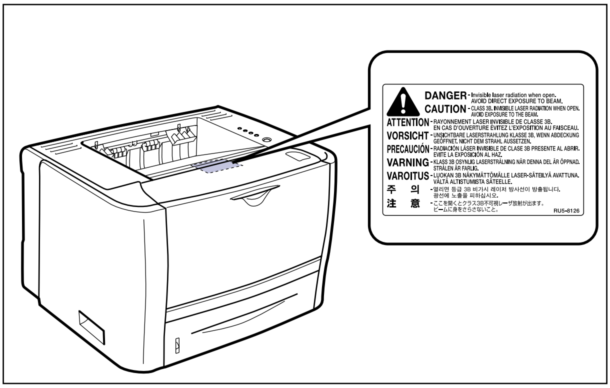
C-tick marking on the rating label means that we declare the product is in conformity with the relevant requirements at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 - 240 V, 50/60 Hz.

Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Also, this product is certified as a Class 1 laser product under IEC60825-1:1993 and EN60825-1:1994. This means that the product does not produce hazardous laser radiation.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's manuals.

The label shown below is attached to the laser scanner unit inside the machine.



CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPAREIL A RAYONNEMENT LASER DE CLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1

CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

International Energy Star-Program

As an ENERGY STAR Partner, Canon Inc. has determined that this product meets the ENERGY STAR Program for energy efficiency.

The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

WEEE Directive



European Union (and EEA) only.

This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC) and your national law. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit www.canon-europe.com/environment.

(EEA: Norway, Iceland and Liechtenstein)

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- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

Important Safety Instructions

Please read this "Important Safety Instructions" thoroughly before operating the printer. Please be aware of these instructions, for they are intended to prevent injury to the user or other persons, as well as destruction of property. Also, since it may result in accident or injury, do not perform any operations not specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

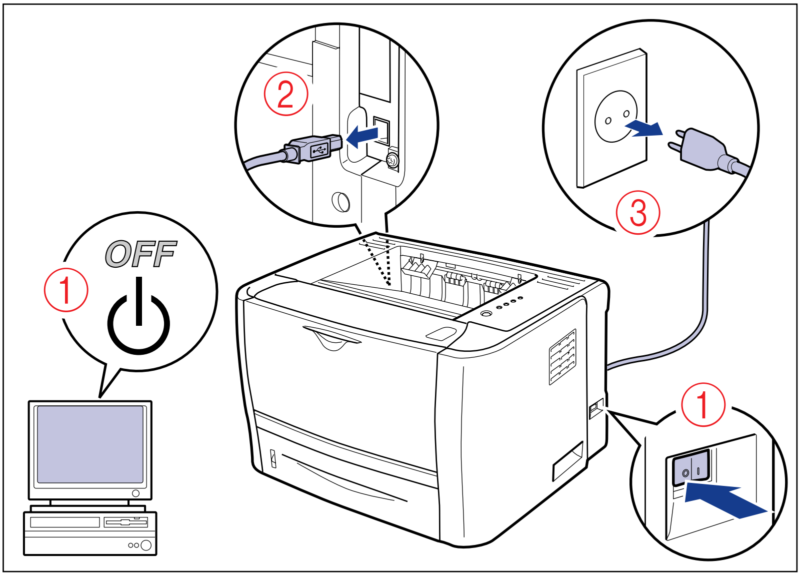
Installation

WARNING

- **Do not install the printer near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the printer, this may result in a fire or electrical shock.**
- **Do not place the following items on the printer. If these items come into contact with a high-voltage area inside the printer, this may result in a fire or electrical shock. If these items are dropped or slipped inside the printer, immediately turn OFF the printer and computer ① and disconnect the USB cable from the printer ② if it is connected. Then, unplug the power plug from the AC power outlet ③ and contact your local authorized Canon dealer.**

  - Necklaces and other metal objects

- Cups, vases, flowerpots, and other containers filled with water or liquids



CAUTION

- Do not install the printer on unstable locations, such as unsteady platforms, inclined floors, or in locations subject to excessive vibrations, as this may cause the printer to fall or tip over, resulting in personal injury.
- Do not block the ventilation slots on the printer. They are required for proper ventilation of the working parts in the printer. Also, do not place the printer on a soft surface, such as a sofa or a rug. Blocking the slots can cause the printer to overheat, resulting in a fire.
- Do not install the printer in the following locations, as this may result in a fire or electrical shock:
  - A location exposed to high humidity or excess dust
  - A location exposed to smoke and steam, such as in cookeries or near or humidifiers
  - A location exposed to rain or snow
  - A location near water faucets or water
  - A location exposed to direct sunlight
  - A location subject to high temperatures
  - A location near open flames
- When placing the printer, lower the printer onto the floor or other surface cautiously to avoid catching your hands, as this may result in personal injury.
- When connecting the interface cable, connect it properly following the instructions in this manual. If not connected properly, this may result in malfunction or electrical shock.
- When moving the printer, follow the instructions in this manual to hold it correctly. Failure to do so may cause you to drop the printer, resulting in personal injury. (See "Moving the Printer," on p. 7-24)

Power Supply

WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from heart sources. Failure to do this may cause the power cord insulation to melt, resulting in a fire or electrical shock.**
- **Do not plug or unplug the power plug with wet hands, as this may result in electrical shock.**
- **Do not plug the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the AC power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the one provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords or plug extension cords to a multiple power strip. However, if extension cords must be used and/or plugged to a multiple power strip, use them observing the following points, at the user's own risk. If you use extension cords improperly, this may result in a fire or electrical shock.**
  - **Do not connect one extension cord to another.**
  - **Make sure that the voltage of the power plug is the one indicated in the rating label (attached to the back of the printer) when you use the printer.**
  - **Use an extension cord of greater electrical-current capacity than the value indicated in the rating label (attached to the back of the printer).**
  - **If you use an extension cord, untie the cord binding and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**
  - **Periodically check that the extension cord is not overheating.**

CAUTION

- **Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.**
- **Always grasp the plug when unplugging the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause electricity to leak, resulting in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**

Handling

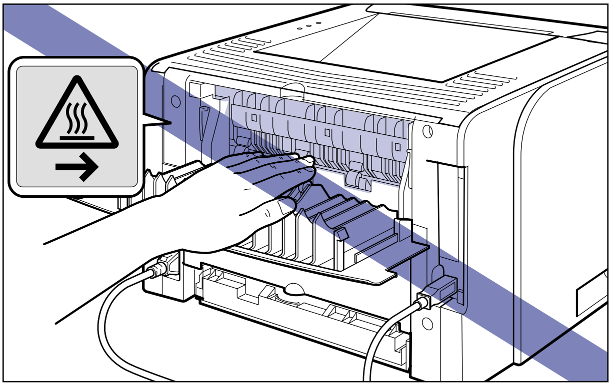
WARNING

- **Do not attempt to disassemble or modify the printer. There are high-temperature and high-voltage components inside the printer which may result in a fire or electrical shock.**
- **Electrical equipment can be hazardous if not used properly. To avoid injury, do not allow children access to the interior of any electrical products and do not let them touch any electrical contacts or gears that are exposed.**
- **If the printer produces strange noises, smoke, heat or unusual odors, immediately turn OFF the printer and computer and disconnect the USB cable, if connected. Then, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer. Otherwise, this may result in a fire or electrical shock.**
- **Do not use flammable sprays near the printer. If gas from these sprays comes into contact with the electrical components inside the printer, this may result in a fire or electrical shock.**
- **Always turn OFF the printer and computer, and disconnect the interface cables along with the power plug when moving the printer. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.**
- **Do not drop paper clips, staples, or other metal objects inside the printer. Also, do not spill water, liquids, or flammable substances (such as alcohol, benzene, and paint thinner) inside the printer. If these items come into contact with a high-voltage area inside the printer, this may result in a fire or electrical shock. If these items are dropped or slipped inside the printer, immediately turn OFF the printer and computer, and disconnect the USB cable if it is connected. Then, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer.**
- **When plugging or unplugging the USB cable while the power plug is plugged in an AC power outlet, do not touch the metal part of the connector, as this may result in electrical shock.**

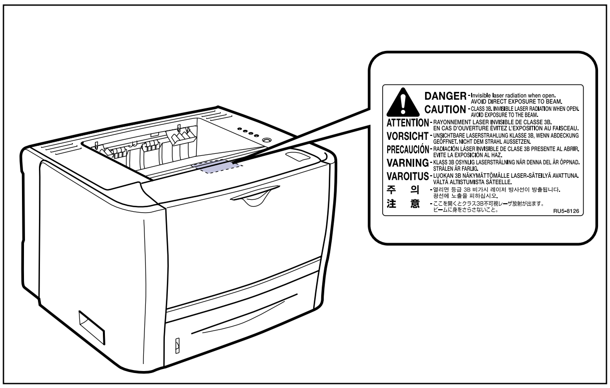
CAUTION

- **Do not place heavy objects on the printer, as they may tip over or fall resulting in personal injury.**
- **Be careful when handling the expansion board. Touching the edges or any sharp parts of the expansion board may result in personal injury.**
- **Turn OFF the power switch for safety if the printer will not be used for a long period of time, such as overnight. Also, turn OFF the power switch on the right of the printer and unplug the power plug for safety if the printer will not be used for an extended period of time such as during vacations or extended holidays.**
- **Keep your hands or clothing away from the roller in the output area. Even if the printer is not printing, sudden rotation of the roller may catch your hands or clothing, resulting in personal injury.**

- **The face-up output slot and its surroundings become hot during or immediately after using the printer. Do not touch the face-up output slot and its surroundings, as doing so may result in burns.**



- **The paper may be hot immediately after being output. Be careful when removing the paper as well as when aligning the removed paper, especially after printing continuously. Otherwise, this may result in burns.**
- **The laser beam can be harmful to humans. Since radiation emitted inside the printer is completely confined within protective housings and external covers, the laser beam cannot escape from the printer during any phase of user operation. Read the following remarks and instructions for safety.**
  - **Do not open covers other than those instructed in this manual.**
  - **Do not remove the caution label attached to the cover of the laser scanner unit.**



  - **If the laser beam escapes from the printer, exposure may cause serious damage to your eyes.**

Maintenance and Inspections

WARNING

- **When cleaning the printer, turn OFF the printer and computer, remove the USB cable, and then unplug the power plug. Failure to observe these steps may result in a fire or electrical shock.**
- **Unplug the power plug from the AC power outlet regularly, and clean the area around the base of the power plug's metal pins and the AC power outlet with a dry cloth to ensure that all dust and grime is removed. If the power plug is plugged for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**
- **Clean the printer using a slightly dampened cloth with water or a mild detergent diluted with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the printer, this may result in a fire or electrical shock.**
- **There are some areas inside the printer which are subject to high voltages. When removing jammed paper or when inspecting the inside of the printer, do not allow necklaces, bracelets, or other metal objects to touch the inside of the printer, as this may result in burns or electrical shock.**
- **Do not throw a used toner cartridge into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.**

CAUTION

- **Do not attempt to service this printer yourself, except for procedures outlined in this manual.**
  There are no user-serviceable parts inside the printer. Adjust only those controls that are covered in the operating instructions. Improper adjustment could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.
- **The fixing unit and its surroundings inside the printer become hot during use. When removing jammed paper or when inspecting the inside of the printer, do not touch the fixing unit and its surroundings, as doing so may result in burns.**
- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If your hands or clothing become stained with toner, wash them immediately with cold water. Washing them with warm water may fix the toner and make it not possible to remove the toner stains.**
- **When removing paper jammed inside the printer, remove the jammed paper gently to prevent the toner on the paper from dispersing and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When loading paper or removing jammed paper, take care not to cut your hands with the edges of the paper.**
- **Remove the toner cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner leaks from the toner cartridge, be careful not to inhale the toner or allow it to come into contact with your skin directly. If the toner comes into contact with your skin, wash it out with soap. If you have an irritation on your skin, or if you inhaled the toner, immediately consult a physician.
- When removing a used toner cartridge from the toner cartridge slot, remove the cartridge carefully to prevent the toner from dispersing and getting into your eyes or mouth. If the toner enters your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

Consumables

⚠ WARNING

- Do not throw a used toner cartridge into open flames, as this may cause toner remaining inside the cartridge to ignite and result in burns or a fire.
- Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite and result in burns or a fire.
- Place the toner cartridge into a plastic bag to prevent its toner from scattering, and then dispose of the toner cartridge according to local regulations.

⚠ CAUTION

- Keep toner cartridges and other consumables out of the reach of small children. If these items or contents are ingested, consult a physician immediately.
- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner leaks from the toner cartridge, be careful not to inhale the toner or allow it to come into contact with your skin directly. If the toner comes into contact with your skin, wash it out with soap. If you have an irritation on your skin, or if you inhaled the toner, immediately consult a physician.

Others

⚠ WARNING

The toner cartridge generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the toner cartridge and consult your physician immediately.

1 CHAPTER

Before You Start

This chapter describes the major features and basic functions of this printer.

Features and Benefits

This section describes the major features.

■ High-Performance Printing System "CAPT"

LBP3310 is equipped with the latest high-performance printing system, "CAPT" (Canon Advanced Printing Technology), that is compatible with Windows operating systems. As this system allows data to be batch-processed by a computer instead of a printer, it enables high-speed printing, making full use of the features of the computer. Also, a large amount of data can be processed without requiring more printer memory.

■ USB 2.0 Hi-Speed Installed as Standard

LBP3310 achieves high-speed transmission by supporting Hi-Speed I/F USB 2.0 that offers up to 480 Mbps transmission speeds.

■ High Speed Printing and Super High Quality Printing

Delivers a high printing speed of 26 pages per minute. Relieves the stress of waiting for a print job to finish. This printer is fitted with a 600-dpi laser printer engine. A stunningly high resolution of 2400 dpi equivalent x 600 dpi is made possible through new Super Smoothing Technology which is unique to Canon. Furthermore, because the grayscale makes use of a dithering pattern, photographs and graphics can be printed with beautifully subtle reproduction.

■ Duplex Unit Installed as Standard

LBP3310 is supplied with a duplex unit. Therefore, you can automatically perform 2-sided printing with paper (A4, Legal, and Letter size) loaded in the multi-purpose tray or paper cassette. By doing so, you can save paper and storage space for files.

■ Simple Maintenance and Printer Status Window

The toner cartridge made for this printer (Canon Genuine Cartridge) is designed as a single part containing both toner and the photosensitive drum, so that it can be easily replaced.

The Printer Status Window that is displayed during printing allows you to determine the printer status through the use of graphical cues, improving the overall usability of the printer. Additionally, if the printer is shared on a network, the print server can set the display settings of all client computers for the Printer Status Window.

■ Low Power Consumption and Quick Startup

By adopting "On-demand Fixing System", LBP3310 has achieved lower power consumption and quick startup. This Canon-developed technology enables instantaneous heating of the fusing heater only prior to printing, saving warm-up time. Thus, LBP3310 is always in standby and ready to print. Also, due to its power-saving design, the power consumption of the idling fixing unit is held to a minimum.

■ Various Paper Handling Options

This printer is supplied with the 50-sheet multi-purpose tray and 250-sheet paper cassette, enabling feeding of up to 300 sheets of paper. Also, the optional 250-sheet paper feeder is available, enabling continuous automatic feeding of up to 550 sheets of paper in three different sizes.

Although LBP3310 is fundamentally designed to print A4 size or smaller, you can print A3 and B4 size documents on A4 size paper by using the function to reduce the standard paper sizes. As you can also print irregular, custom size paper, this printer supports a wide array of uses.

■ Supporting Various Types of Media

Supports various types of media including plain paper, heavy paper, Index Card, envelopes, labels, and transparencies.

■ Network-capable Printer

LBP3310 can be used as a printer directly connected to an Ethernet network by installing the optional network board. The network board also allows you to specify the printer settings and manage it from a computer on the network through a built-in web browser "Remote UI".

NOTE

For details on the optional network board, including the operating systems that support it and the procedure for setting it, see "Network Guide".

CD-ROM

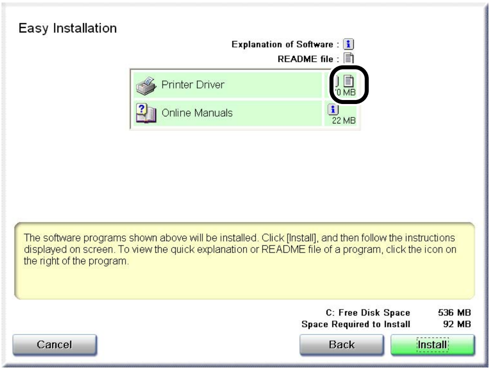
The CD-ROM supplied with the printer includes the following software.

■ Printer Driver

The printer driver is software required for printing with this printer. Be sure to install the printer driver in the computer you are using.

NOTE

Be sure to read the README file by clicking [ ] on the installation window before installing.



■ NetSpot Device Installer

"NetSpot Device Installer" is software that allows you to easily initialize the settings of printers connected to the network. When the printer driver is installed from CD-ROM Setup, however, the initial settings for the network are performed automatically. Use "NetSpot Device Installer" as needed if you want to reset the IP address manually without using CD-ROM Setup.

NOTE

For more details on "NetSpot Device Installer", see "Chapter 2 Setting Up the Network Environment for Printing" in Network Guide.

■ NB-C2 Firmware

This is the firmware for the optional network board, "NB-C2".
The firmware versions of the network board compatible with this printer are as follows.

Printer	Firmware Version of the Network Board
LBP3310	Ver. 1.30 or later

If the firmware version is not 1.30 or later, the printer may not operate properly. Make sure that the version is 1.30 or later after installing the network board and the printer driver. If the version is not 1.30 or later, update the firmware of the network board using the update file in the "NB-C2_Firmware" folder in the CD-ROM supplied with the printer. For details on the procedures for checking and updating the firmware version, see the README file in the "NB-C2_Firmware" folder.

NOTE

You can also download the firmware update file from the Canon website.

1

Before You Start

CD-ROM Setup

When the supplied CD-ROM is inserted into the CD-ROM drive, the following CD-ROM Setup appears automatically.

Operations such as software installation can be performed from the CD-ROM Setup.



NOTE

- If you are using Windows Vista and the [AutoPlay] dialog box appears, click [Run AUTORUN.EXE].
- If CD-ROM Setup does not appear, display it using the following procedures. (The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer you are using.)
  - If you are using an operating system other than Windows Vista, select [Run] from the [Start] menu, enter "D:\English\MInst.exe", and then click [OK].
  - If you are using Windows Vista, enter "D:\English\MInst.exe" in [Start Search] under the [Start] menu, and then press the [ENTER] key on your keyboard.
- If you are using Windows Vista and the [User Account Control] dialog box appears, click [Allow].

■ Easy Installation

Clicking this button allows you to install the printer driver and the instruction manuals at a time.

■ Custom Installation

Clicking this button allows you to select whether to install the printer driver only or install the manuals only.

■ Additional Software Programs (If you are using 64-bit Windows Vista, this option is not displayed.)

Clicking this button allows you to start "NetSpot Device Installer".

NOTE

For more details on "NetSpot Device Installer", see "Chapter 2 Setting Up the Network Environment for Printing" in Network Guide.

■ Display Manuals

Clicking this button allows you to display the manuals (PDF manuals).
Clicking [PDF] next to each guide displays the respective PDF manuals.

* The following PDF manuals are included in the "Manuals" folder in the supplied CD-ROM.

User's Guide:	UsersGuide.pdf
Network Guide:	NetworkGuide.pdf
Remote UI Guide:	RemoteUIGuide.pdf

NOTE

To display the manuals in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.

■ Exit

Clicking this button closes the CD-ROM Setup.

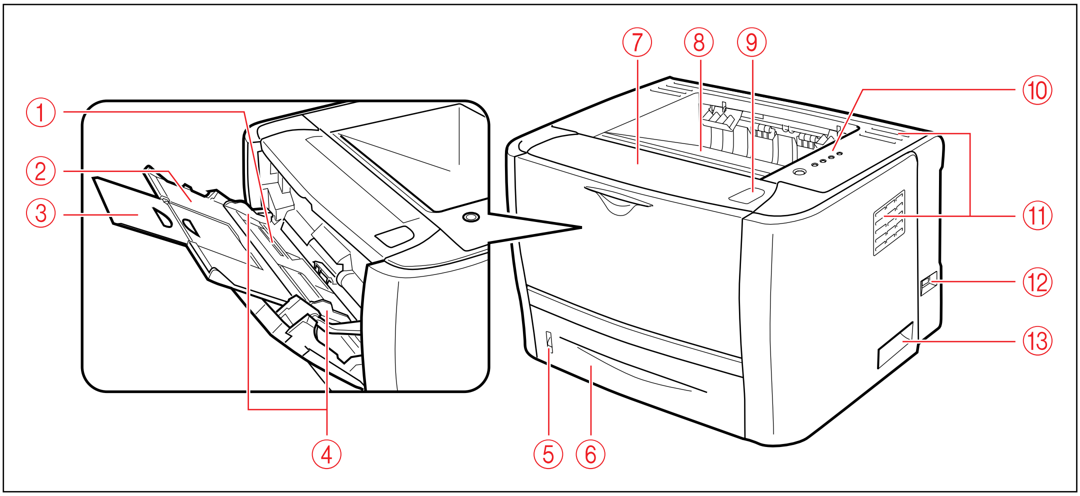
Parts and Their Functions

Printer Unit

CAUTION

Do not block the ventilation slots on the printer. They are required for proper ventilation of the working parts in the printer. Blocking the slots can cause the printer to overheat, resulting in a fire.

Front View



① **Multi-purpose Tray (See p. 3-31)**

② **Auxiliary Tray**

Be sure to pull out this auxiliary tray when loading paper in the multi-purpose tray.

③ **Tray Extension**

Open to prevent the paper from hanging out of the multi-purpose tray when loading long-size paper, such as A4.

④ **Paper Guides**

Adjust the position of the paper guides to the width of the paper loaded in the multi-purpose tray.

⑤ **Paper Level Indicator**

Shows the amount of paper remaining in the paper cassette.
If the paper cassette is full, the indicator is at the top. Because the indicator moves down as the amount of paper drops, this gives a rough estimate of the amount of paper remaining.

⑥ **Paper Cassette (See p. 3-17)**

⑦ **Front Cover**

Open when replacing the toner cartridge or removing jammed paper. (See p. 7-2)

⑧ **Face-down Output Tray**

Outputs paper with the printed side facing down. (See p. 3-13)

⑨ **Open Button**

Press this button to open the front cover.

⑩ **Control Panel**

The control panel has the indicators which show the printer status and the key which can cancel a job. (See p. 1-10)

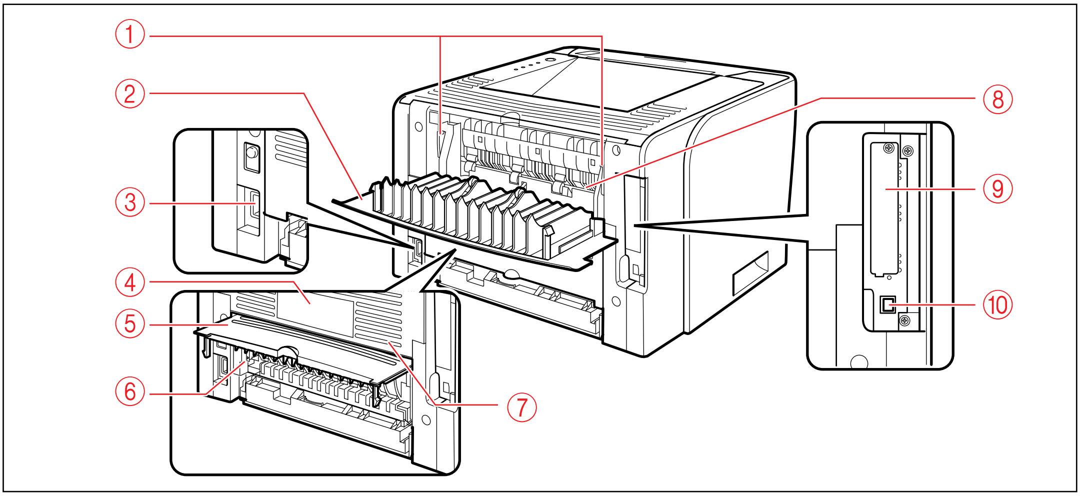
⑪ **Ventilation Slots**

Allows ventilation of the interior of the printer to dissipate heat.

⑫ **Power Switch** **(See p. 2-33)**

⑬ **Lift Handles** **(See p. 7-24)**

Rear View



① **Pressure Release Levers**

Press down these levers when removing jammed paper. (See p. 8-7)

② **Output Selection Cover**

Open this cover when using the face-up output slot or removing paper jammed in the output area. (See p. 3-16)

③ **Power Socket** **(See p. 2-26)**

④ **Rating Label**

The current value indicated in this rating label shows the average power current consumption.

⑤ **Duplex Unit Cover**

Open when specifying the size of the paper for 2-sided printing or removing paper jammed in the duplex unit.

⑥ **Paper Size Switch Lever**

Switch the lever according to the paper size for 2-sided printing. (See p. 5-10)

⑦ **Ventilation Slots**

Allows ventilation of the interior of the printer to dissipate heat.

⑧ **Face-up Output Slot**

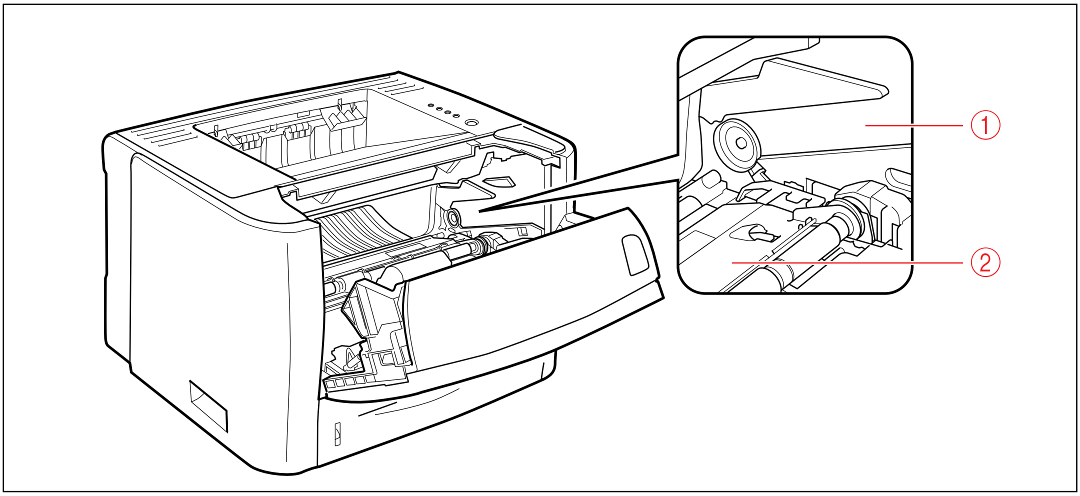
Outputs paper with the printed side facing up. (See p. 3-14)

⑨ **Expansion Slot**

The optional network board is installed in this slot. (See p. 9-15)

⑩ **USB Connector** **(See p. 2-29)**

Inner View



① Toner Cartridge Guide

When setting the toner cartridge, push it while aligning the projections on each side of the toner cartridge with this guide.
(See p. 7-2)

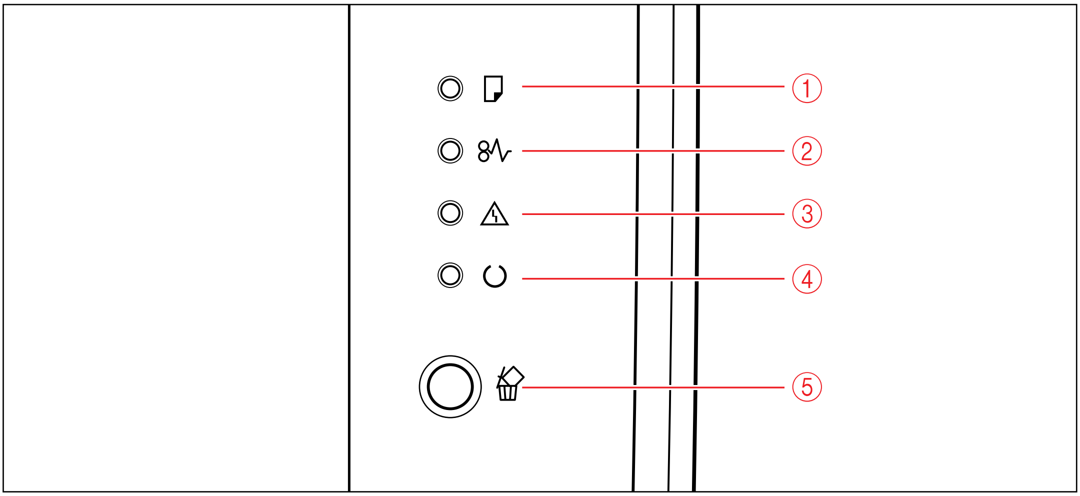
② Transport Guide

Lift the guide when removing paper jammed inside the front cover. (See p. 8-7)

Control Panel

The control panel has the indicator lights which show the printer status and the button which can cancel a job.

NOTE
You can check detailed information about the printer status using the Printer Status Window from the computer you are using. For details on the Printer Status Window, see "Printer Status Window," on p. 5-34.



* Though not shown in the above illustration, the control panels are labeled with names in certain countries or regions.

■ Indicators

Number	Name	Status		See
①	Load Paper Indicator	(Blinking)	Printing cannot be performed because no paper is loaded, or paper of an inappropriate size is loaded.	p. 3-17, p. 3-31
②	Paper Jam Indicator	(Blinking)	A paper jam is occurring, disabling printing.	p. 8-3
③	Alarm Indicator	(On)	A service error is occurring.	p. 8-26
		(Blinking)	An error is occurring, disabling printing.	p. 8-29

Number	Name	Status		See
④	Ready Indicator	(On)	The printer is ready to print.	-
		(Blinking)	The printer is busy performing some kind of processing or operation, such as printing, warming up, or cleaning.	-
⑤	Cancel Job Indicator	(On)	The (Cancel Job) key is being pressed.	p. 5-23
		(Blinking)	A job cancel process is being performed.	p. 5-23

■ Key

Number	Name	Function	See
⑤	Cancel Job Key	Pressing this key cancels the job in which an error is occurring and that in a printing process.	p. 5-23

Optional Accessories

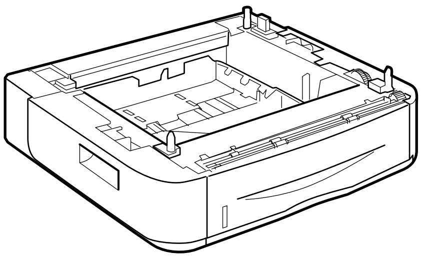
The following optional accessories are available in order to make full use of the printer functions. Purchase them in accordance to your needs. For the optional accessories, contact your local authorized Canon dealer.

Paper Feeder

In addition to the supplied multi-purpose tray and paper cassette, up to three paper sources can be used by installing the optional paper feeder.

The paper feeder can be loaded with up to approximately 250 sheets of plain paper (64 g/m^2) of A4, B5, A5, Legal, Letter, Executive, and the following custom paper sizes.

• Width 148.0 to 215.9 mm; Length 210.0 to 355.6 mm



PAPER FEEDER PF-35P

IMPORTANT

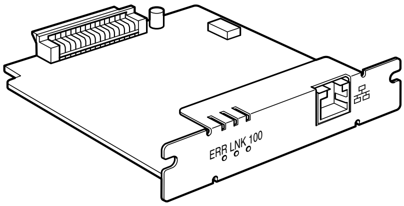
Be sure to use a paper feeder designed for this printer.

NOTE

For details on the procedure for installing the paper feeder, see "Paper Feeder," on p. 9-2.

Network Board

By installing the optional network board (NB-C2), the printer can be connected directly to the network using a LAN cable.
The network board allows you to specify the printer settings and manage them through a built-in web browser "Remote UI".



Network board (NB-C2)

NOTE

- For details on "Remote UI", see "Remote UI Guide".
- For details on the procedure for installing the network board, see "Network Board," on p. 9-15.

Installing the Printer

CHAPTER 2

This chapter describes the procedure from taking this printer out of the box to installing the printer.

Installation Procedure

Perform the relevant procedures listed below according to your installation preference. If you are not installing the optional accessories, skip the procedures indicated with (Optional).

1. Installing the Paper Feeder (See p. 9-2) (Optional)
2. Installing the Printer (See p. 2-10)
3. Installing the Toner Cartridge (See p. 2-14)
4. Loading Paper (See p. 2-23)
5. Installing the Network Board (See p. 9-15) (Optional)
6. Connecting the Power Cord (See p. 2-26)
7. Connecting the Printer to a Computer (See p. 2-28)
8. Installing the Printer Driver (See p. 4-1)

Installation Site

In order to use this printer in a safe and trouble-free manner, install the printer in a place that fulfills "Temperature/Humidity Conditions", "Power Supply Requirements", and "Installation Requirements" described in "Installation Environment".

IMPORTANT

Before installing the printer, be sure to read "Important Safety Instructions" (See p. xviii).

Installation Environment

Select an installation site for this printer in view of the following environmental conditions.

Temperature/Humidity Conditions

Use the printer in a location where the temperature and humidity are within the following ranges.

- Ambient temperature: 10 to 32.5 °C (50 to 90.5 °F)
- Ambient humidity: 20 to 80 % RH (no condensation)

IMPORTANT

- Water droplets (condensation) may form inside the printer under the following circumstances. Leave the printer for two hours or more to adjust the surrounding temperature and humidity before using it.
  - When the room where the printer is installed is heated rapidly
  - When the printer is moved from a cool or dry location to a hot or humid location
- If water condenses inside the printer, the paper transport path may not function properly, and this may result in paper jams or poor print quality.

■ To customers using an ultrasonic humidifier

If you use an ultrasonic humidifier in conjunction with tap water or well water, impurities in the water will be dispersed through the air. These can be trapped inside the printer, causing degradation in print quality. If you are using such a humidifier, it is therefore recommended that you use purified water or other water that is free of impurities.

Power Supply Requirements

The maximum power consumption of this printer is 950 W or less for the 220 to 240 V model (and 890 W or less for 110 to 127 V model).
Make sure that the power supply is safe and its voltage is stable.
Use power supplies rated for voltages within the following ranges.

- 110 to 127 V (± 10 %) 50/60 Hz (± 2 Hz)
- 220 to 240 V (± 10 %) 50/60 Hz (± 2 Hz)

IMPORTANT

- One AC power outlet should be reserved exclusively for the printer. Any other sockets of this AC power outlet should not be used.
- Do not plug the power plug into the auxiliary outlet on a computer.
- Do not use the same AC power outlet for both the printer and for machinery which consumes a large amount of electricity or generates electrical noise (such as a copy machine, air conditioner, and shredder).

Installation Requirements

Install the printer in the following locations.

- A location where sufficient space can be ensured
- A well-ventilated location
- A flat, even surface
- A sturdy platform that can easily support the weight of the printer and optional accessories

WARNING

Do not install the printer near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the printer, this may result in a fire or electrical shock.

CAUTION

- **Do not install the printer in the following locations, as this may result in a fire or electrical shock.**
  - **A location exposed to high humidity or excess dust**
  - **A location exposed to smoke and steam, such as in cookeries or near or humidifiers**
  - **A location exposed to rain or snow**
  - **A location near water faucets or water**
  - **A location exposed to direct sunlight**
  - **A location subject to high temperatures**
  - **A location near open flames**
- **Do not install the printer on unstable locations, such as unsteady platforms, inclined floors, or in locations subject to excessive vibrations, as this may cause the printer to fall or tip over, resulting in personal injury.**

IMPORTANT

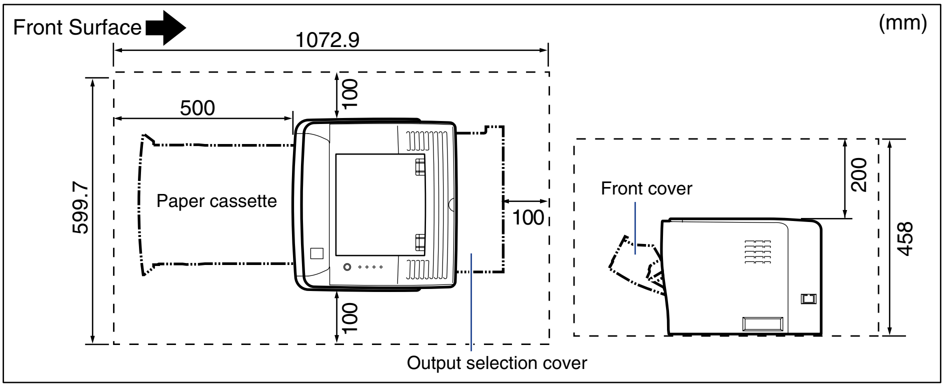
Do not install the printer in the following locations, as this may result in damage to the printer.

- An environment where the temperature and/or humidity can change dramatically, or where condensation occurs
- A poorly ventilated room (Ozone is generated by the printer in use, however, the amount is too small to be harmful to the human body. However, if you are going to use the printer for a long time in a poorly ventilated room or to perform a large amount of printing, ventilate the room to keep the working environment comfortable.)
- A location near products that generate magnetism or electromagnetic waves
- In rooms such as laboratories where chemical reactions may occur
- A place where salt, corrosive gases such as ammonia, or toxic gases are found
- A platform that may warp from the weight of the printer and optional accessories, or the printer is liable to sink (such as a carpet or mat)

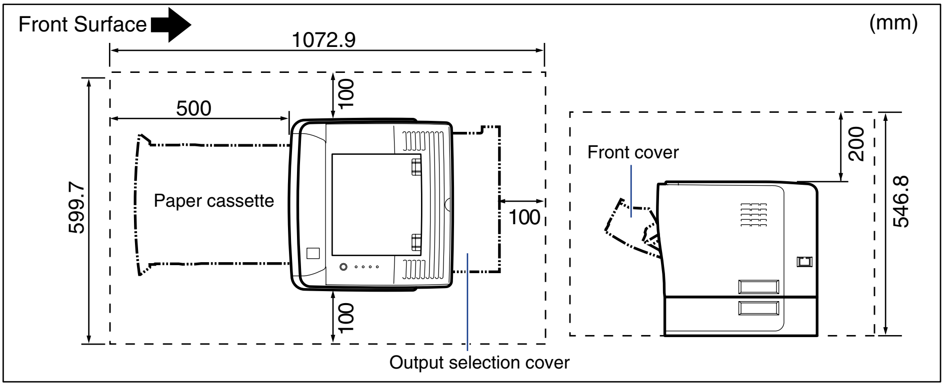
Installation Space

Required Peripheral Space

■ Standard configuration

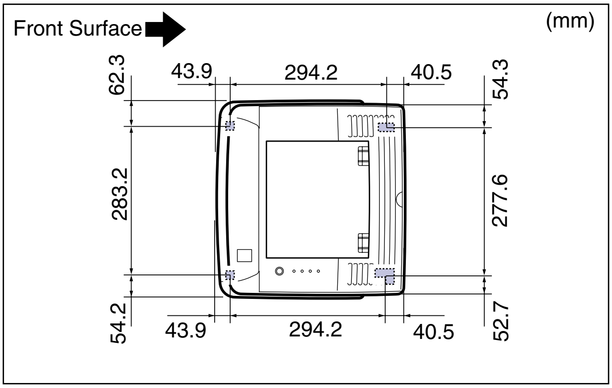


■ With the paper feeder installed



Foot Positions

■ Printer unit

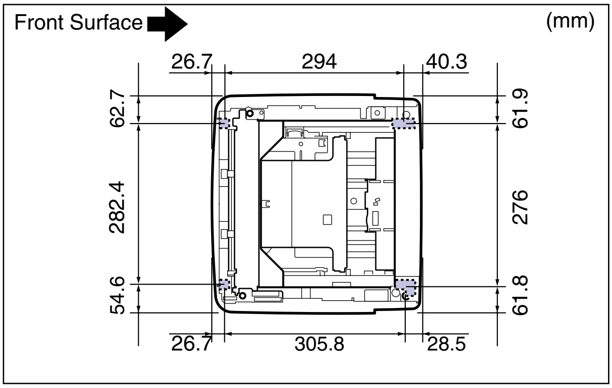


NOTE

The front feet are 7.8 mm high and their top surface is 12 mm square.

The rear feet are 7.8 mm high, the top surface of the left foot is a rectangle of 21.7 mm x 40 mm, and that of the right foot is 18.6 mm x 40 mm and is L-shaped.

■ Paper Feeder Unit PF-35P

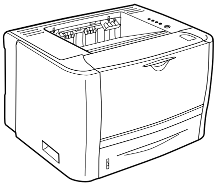


NOTE

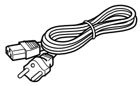
The front feet are 7.8 mm high and their top surface is 12 mm square.
The rear feet are 7.8 mm high, the top surface of the left foot is a rectangle of 21.7 mm x 40 mm, and that of the right foot is 31.7 mm x 40 mm and is L-shaped.

Confirming the Contents of the Box

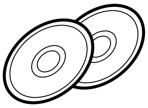
Make sure that all the following items are contained in the box before installing the printer. If any items are missing or damaged, please contact your local authorized Canon dealer.



☐ Printer
The following parts are already installed.
- Paper cassette
- Toner cartridge



☐ Power cord
(The form of the supplied power cord may differ from the one in the above illustration.)



☐ CD-ROM "LBP3310 User Software"
- Printer Driver
- NetSpot Device Installer
- User's Guide
- Network Guide
- Remote UI Guide
- NB-C2 Firmware

NOTE

- This printer includes two "LBP3310 User Software" CD-ROMs.
  You can use either CD-ROM.
- The life of the supplied toner cartridge is approx. 3,000 pages on the basis of "ISO/IEC 19752"* when printing A4 size paper with the default print density setting.
  * "ISO/IEC 19752" is the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that may contain printer components" issued by ISO (International Organization for Standardization).
- The following two types of replacement toner cartridges with different lifetimes are available.
  - The one with the same lifetime as that of the included toner cartridge
  - The one with a longer lifetime than that of the included toner cartridge

  For details on the replacement toner cartridges, see "Replacing the Toner Cartridge," on p. 7-2.

• This printer does not come with a USB cable. Have an appropriate one available for the computer you are using. Use a USB cable with the following symbol.

Carrying the Printer to the Installation Site and Removing the Packing Materials on the Outside of the Printer

IMPORTANT

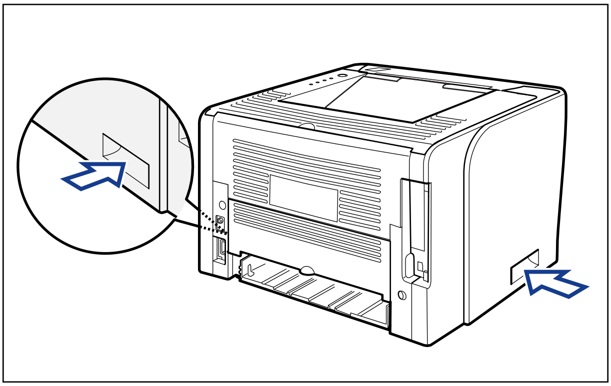
- If you want to install the optional paper feeder, place it at the installation site before taking the printer out of the box.
  For details on installing the paper feeder, see "Paper Feeder," on p. 9-2.
- The removed packing materials are required when transporting the printer for relocation or maintenance. Be sure not to misplace them.

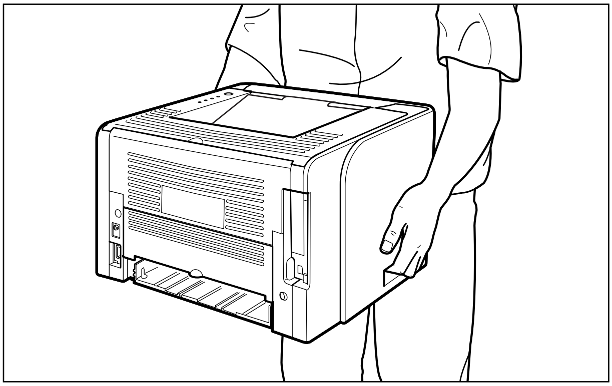
NOTE

The packing materials may be changed in form or placement, or may be added or removed without notice.

1 Carry the printer unit to the installation site.

From the front side, securely hold the printer by the lift handles on the lower portion of the printer with both hands.

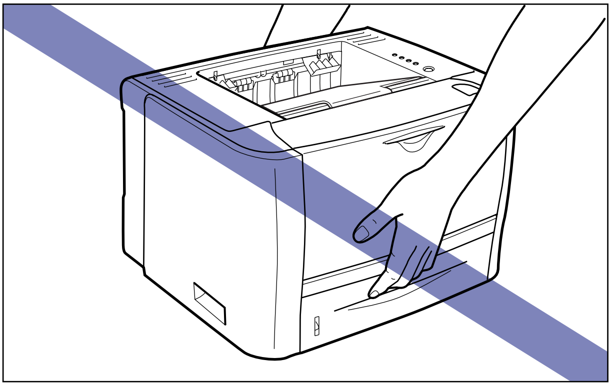


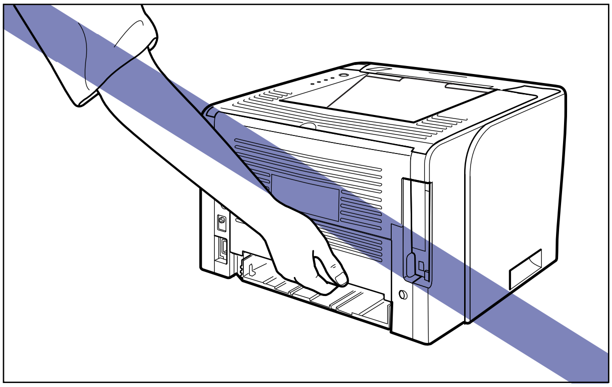


CAUTION

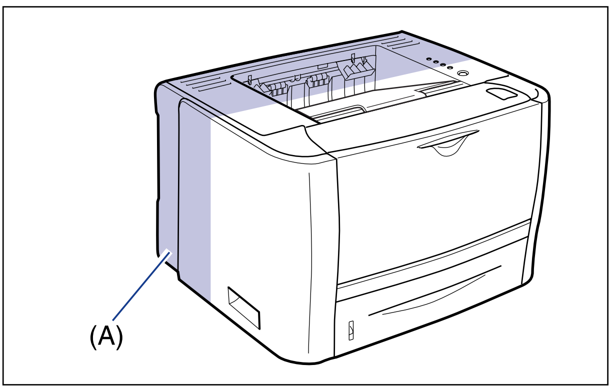
- **This printer weighs approximately 12 kg. Please be careful not to hurt your back or other portions of your body when carrying the printer.**

- **Do not hold the printer by the front portion, rear portion, or any portions other than the lift handles. If you do so, you may drop the printer, resulting in personal injury.**





- **The rear portion (A) of the printer is relatively heavy. Be careful not to become off-balance when lifting the printer. If you do so, you may drop the printer, resulting in personal injury.**

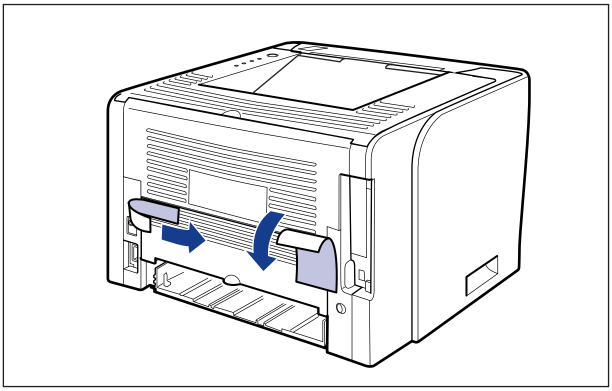


2 Put the printer down carefully at the installation site.

CAUTION

Put the printer down slowly and carefully. Be careful not to hurt your hands.

3 Remove the tape attached to the printer (2 locations).



Removing the Packing Materials Inside the Printer and Installing the Toner Cartridge

The toner cartridge protected with packing materials is already installed in the printer.

Be sure to take the toner cartridge out of the printer once, and then remove the packing materials using the following procedure.

Precautions on Installing the Toner Cartridge

CAUTION

Take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If your hands or clothing become stained with toner, wash them immediately with cold water. Washing them with warm water may fix the toner and make it not possible to remove the toner stains.

IMPORTANT

Dispose of the packing materials according to local regulations.

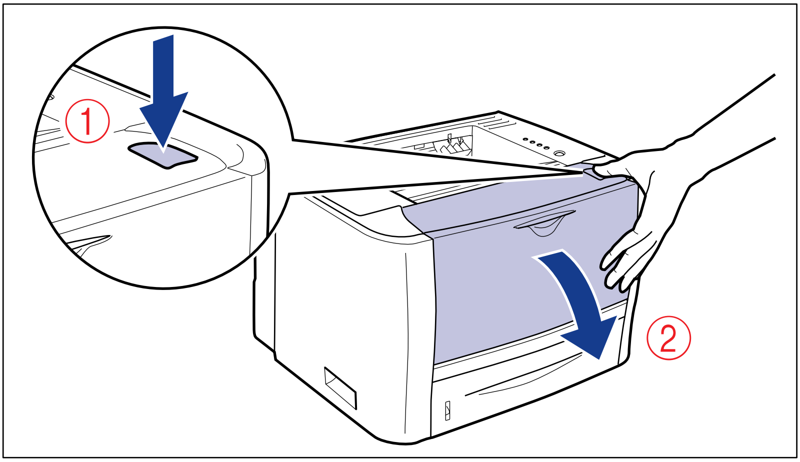
NOTE

- For details on handling the toner cartridge, see "Precautions for Handling the Toner Cartridge," on p. 7-15.
- The packing materials may be changed in form or placement, or may be added or removed without notice.

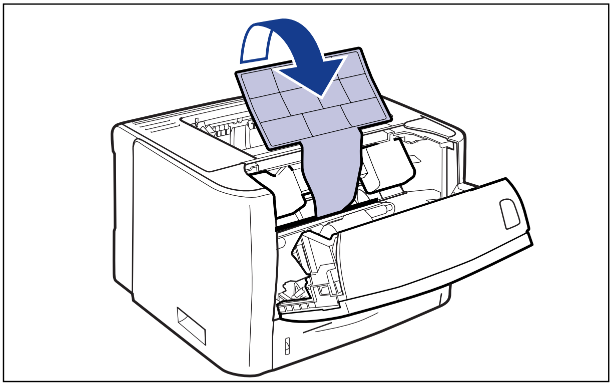
Installing the Toner Cartridge

1 **Open the front cover.**

While pressing the open button on the top of the front cover ①, open it gently ②.

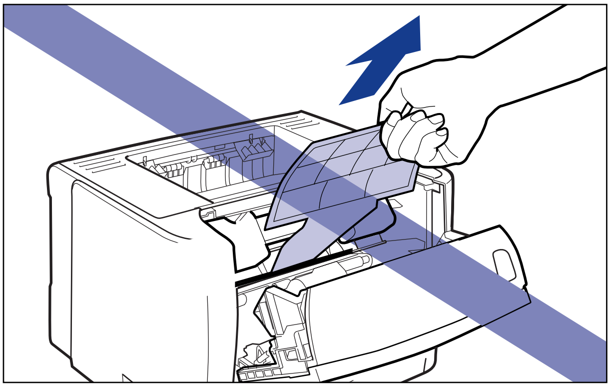


2 **Turn over the paper toward you.**

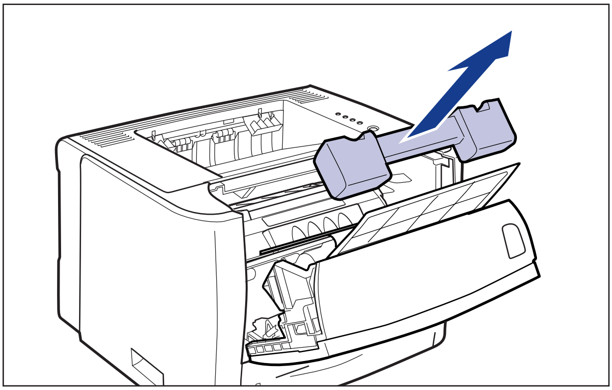


IMPORTANT

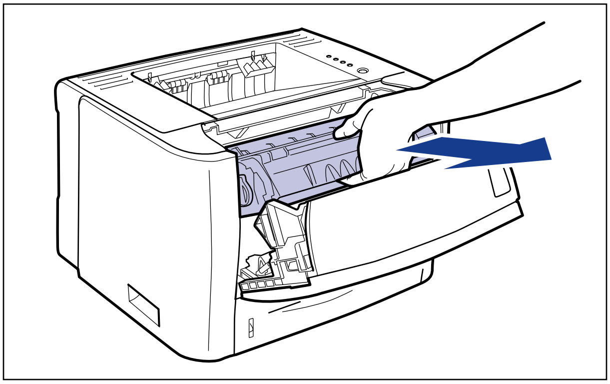
Do not remove the paper alone with the toner cartridge and packing materials installed in the printer.



3 Remove the packing material.

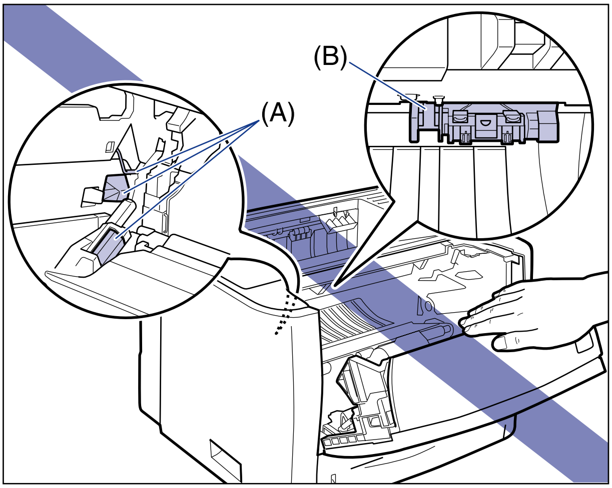


4 Remove the toner cartridge from the printer.

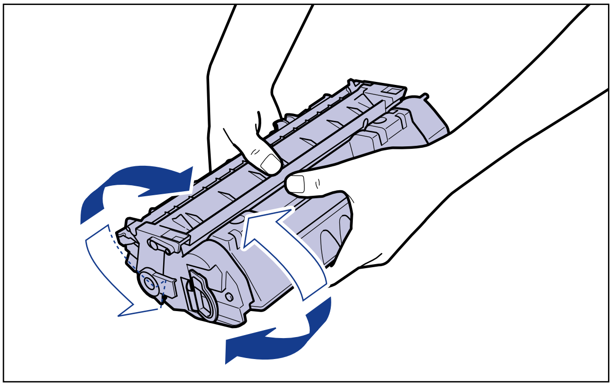


IMPORTANT

Do not touch the high-voltage contact (A) or the electrical contacts (B) shown in the figure, as this may result in damage to the printer.



5 Hold the toner cartridge as shown in the figure and shake it gently 5 or 6 times to evenly distribute the toner inside the cartridge.

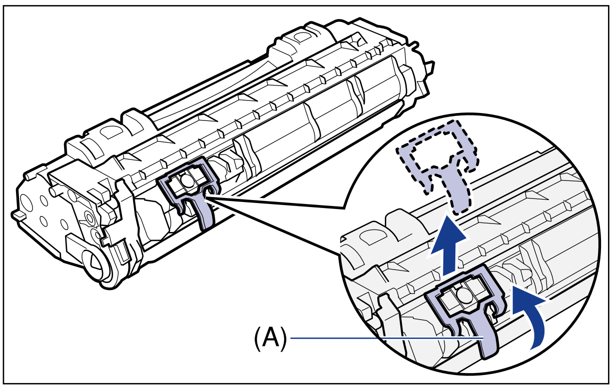


IMPORTANT

- If toner is not distributed evenly, this may result in deterioration in print quality. Do not skip this step.
- Be sure to shake the toner cartridge gently. If you do not shake the cartridge gently, toner may spill out.

6 Remove the packing material shown in the figure.

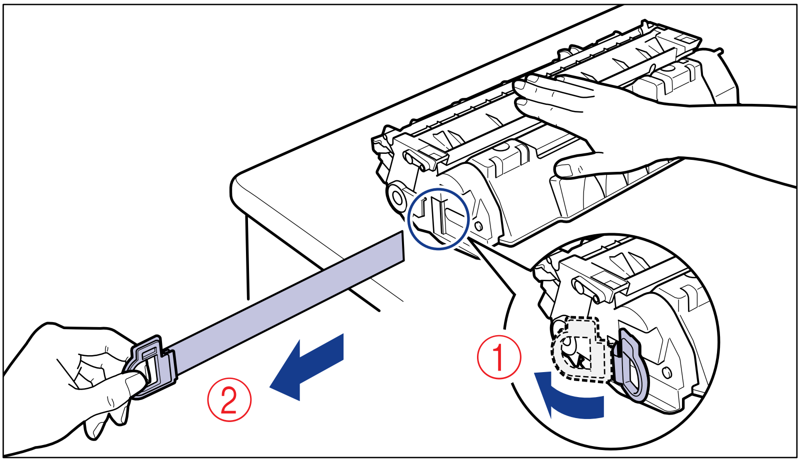
Raise the tab of the packing material (A), then remove it.



7 Place the toner cartridge on a flat surface.

8 Pull out the sealing tape.

While holding the toner cartridge steady ①, hook your fingers into the tab and fold it back.
Pull out the sealing tape (approx. 45 cm long) straight in the direction of the arrow gently ②.

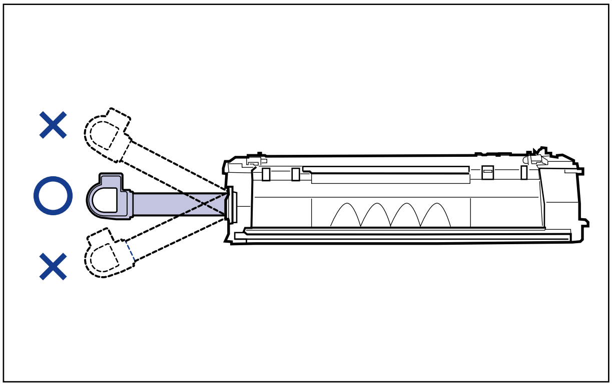


CAUTION

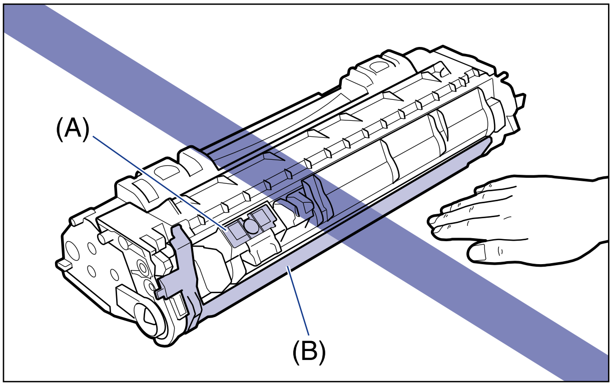
If the sealing tape is pulled out forcefully or stopped at midpoint, toner may spill out. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

IMPORTANT

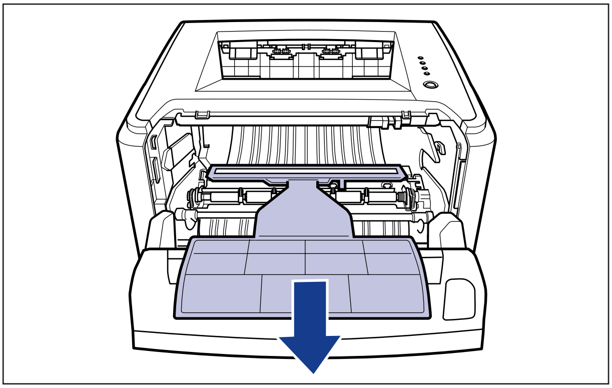
- Do not pull the sealing tape diagonally, upwards, or downwards. If the tape is severed, this may become difficult to pull out completely.



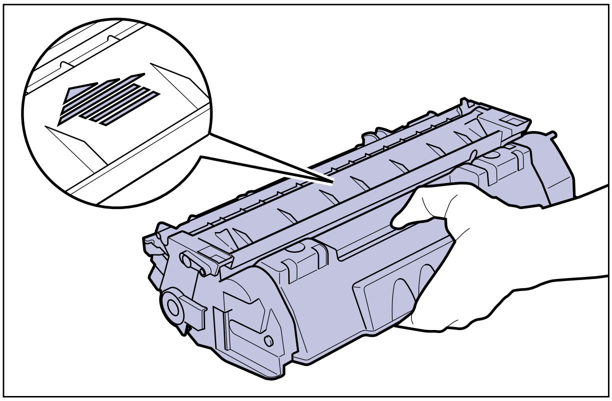
- Pull out the sealing tape completely from the toner cartridge. If any tape remains in the toner cartridge, this may result in poor print quality.
- When pulling out the sealing tape, be careful not to touch the toner cartridge memory (A) or not to hold the drum protective shutter (B) with your hands.



9 Remove the packing material with paper inside the front cover.

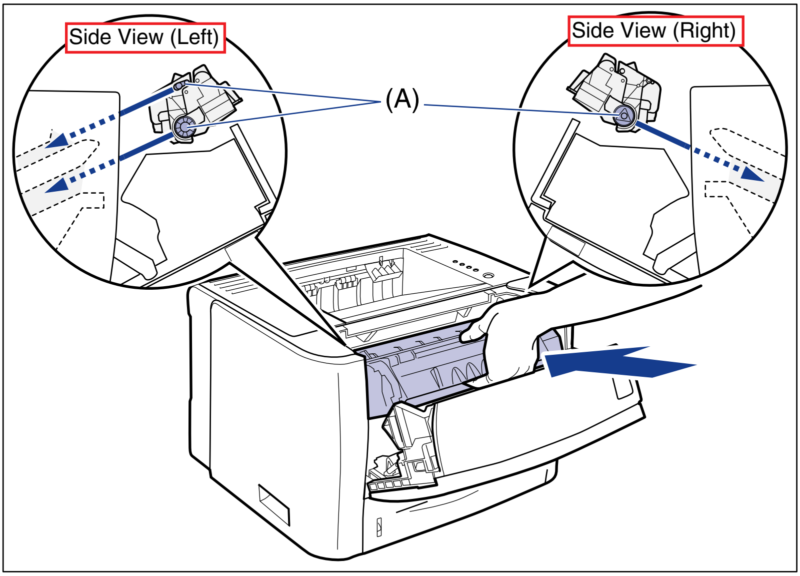


10 Hold the toner cartridge properly with the arrowed side facing up as shown in the figure.



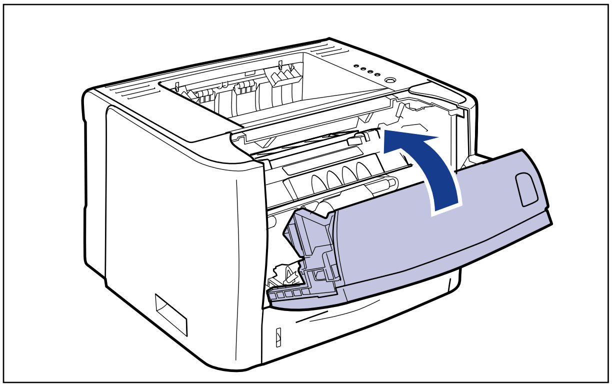
11 Install the toner cartridge.

Push the toner cartridge into the printer firmly until it touches the back of the printer while aligning (A) on both sides of the toner cartridge with the toner cartridge guides inside the printer.



12 Close the front cover.

Close the front cover gently and firmly.



IMPORTANT

- If you cannot close the front cover, make sure that the toner cartridge is installed properly. If you try to close the front cover forcefully, this may result in damage to the printer.
- Do not leave the front cover open for a long time after installing the toner cartridge. This may result in deterioration in print quality.

Removing the Packing Materials of the Paper Cassette and Loading Paper

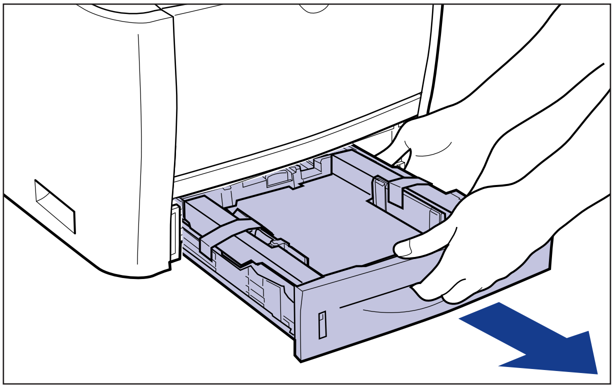
IMPORTANT

- For details on handling the paper cassette, see "Precautions for Handling the Multi-purpose Tray or Paper Cassette," on p. 3-12.
- The removed packing materials are required when transporting the printer for relocation or maintenance. Be sure not to misplace them.

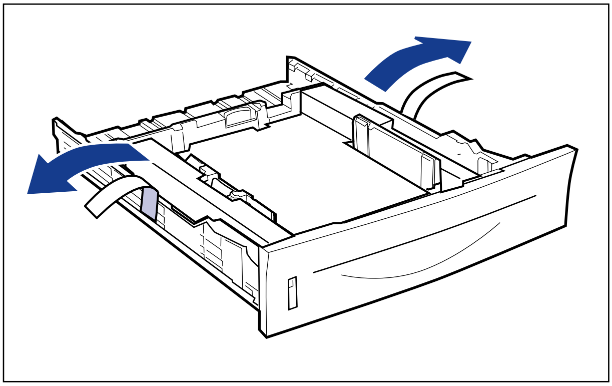
NOTE

The packing materials may be changed in form or placement, or may be added or removed without notice.

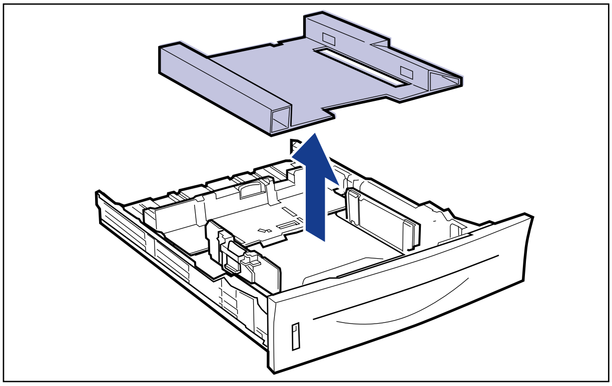
1 **Pull out the paper cassette.**



2 Remove the tape that is securing the packing material in the paper cassette (2 locations).



3 Remove the packing material in the paper cassette.



4 Load paper in the paper cassette.

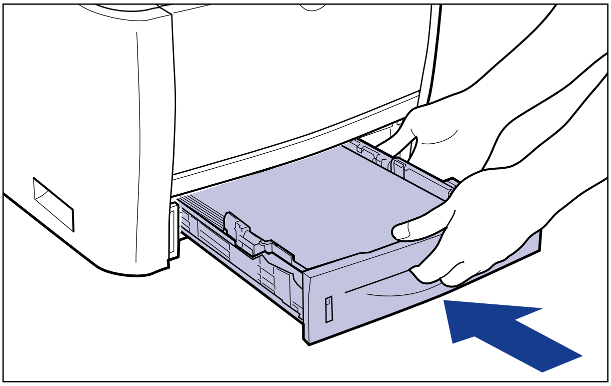
For details on the procedure for loading paper in the paper cassette, see "Loading Paper in the Paper Cassette," on p. 3-17.

NOTE

If you want to load paper in the multi-purpose tray, load the paper after Step 5. For details on the procedure for loading paper in the multi-purpose tray, see "Loading Paper in the Multi-purpose Tray," on p. 3-31.

5 Set the paper cassette in the printer.

Push the paper cassette into the printer firmly until the front side of the paper cassette is flush with the front surface of the printer.



CAUTION

When setting the paper cassette in the printer, be careful not to catch your fingers.

This printer's paper cassette cannot automatically detect the paper size. Therefore, you need to register the size of the loaded paper.
Install the printer driver (See p. 4-1), then register the paper size.
For details on the procedure for registering a paper size, see Step 6 and subsequent steps of "Loading Paper in the Paper Cassette," on p. 3-17.

Connecting the Power Cord

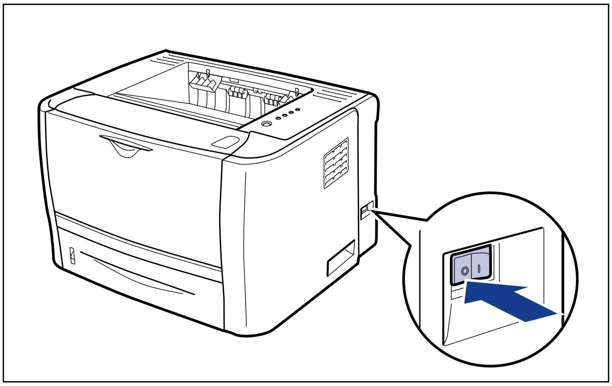
When connecting the power cord, see "Important Safety Instructions," on p. xviii.

IMPORTANT

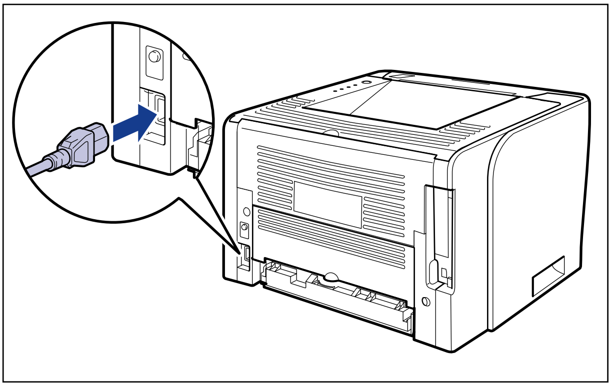
- Do not plug the power plug into the auxiliary outlet on a computer.
- One AC power outlet should be reserved exclusively for the printer.
- Do not connect this printer to an uninterruptible power source. This may cause printer malfunction or breakdown in the event of a power failure.

1 Make sure that the printer is OFF.

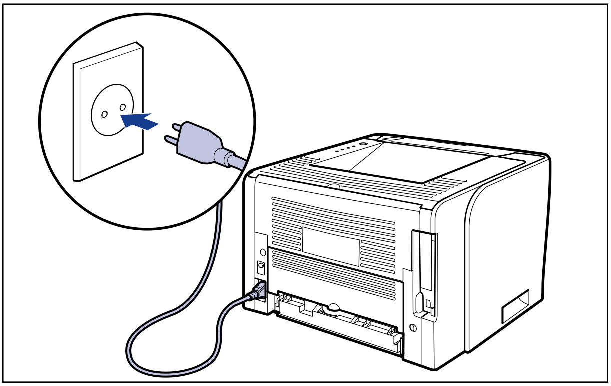
The printer is OFF when the "○" side of the power switch is pressed.



2 Plug the supplied power cord into the power socket.



3 Plug the power plug into the AC power outlet.



NOTE

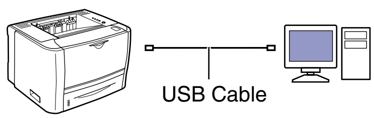
The form of the supplied power cord may differ from the one in the above illustration.

Connecting to a Computer

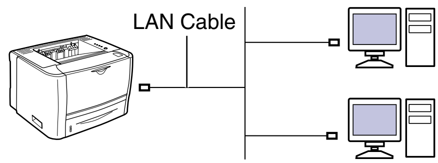
Connecting the Printer to a Computer

This printer is equipped with a USB connector. By installing the optional network board (NB-C2), the printer can be connected directly to the network using a LAN cable.
Connect the printer and computer using a connecting method appropriate for your network environment.

Using a USB Cable (See p. 2-29)

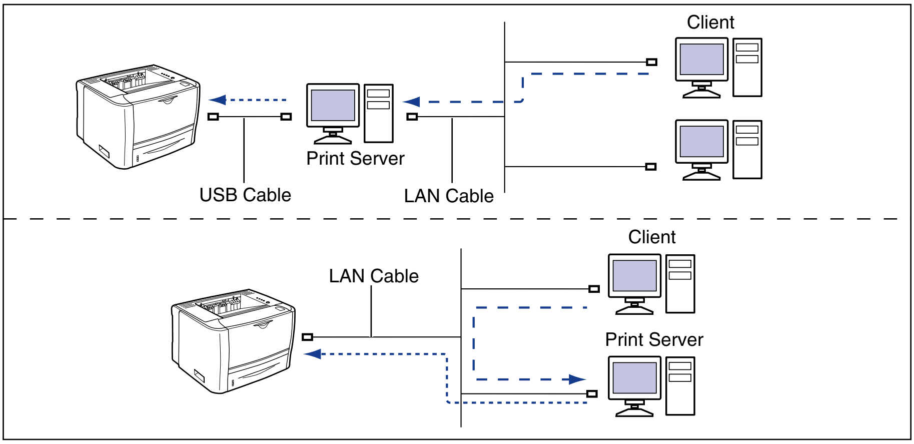


Using a LAN Cable* (See p. 2-31)



*Only if the optional network board is installed

Using a Print Server



● **If your computer is the print server**

- Using a USB Cable (See p. 2-29)
- Using a LAN Cable* (See p. 2-31)

  * Only if the optional network board is installed

● **If your computer is a client computer**

You do not need to connect this printer to the computer directly.
Proceed to the procedure for installing the printer driver (See p. 4-46).

Using a USB Cable

Precautions on Connecting a USB Cable

WARNING

When plugging or unplugging the USB cable while the power plug is plugged in an AC power outlet, do not touch the metal part of the connector, as this may result in electrical shock.

IMPORTANT

- Do not plug or unplug the USB cable while the computer or printer is ON, as this may result in damage to the printer.
- This printer uses bi-directional communication. Operation of the printer when connected via unidirectional communication equipment has not been tested, and as a result, Canon cannot guarantee printer operation if the printer is connected using unidirectional print servers, USB hubs or switching devices.

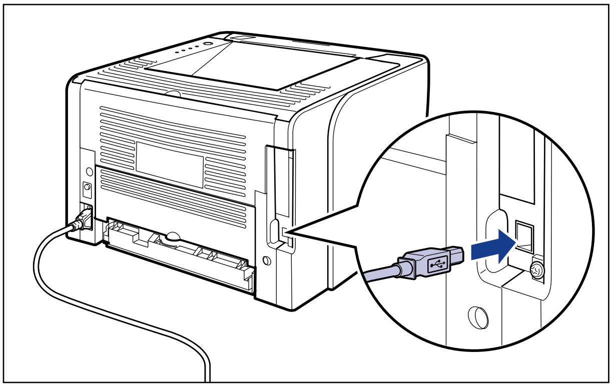
NOTE

- The USB interfaces appropriate for this printer are as follows. For more details, contact your local authorized Canon dealer.
  - USB 2.0 Hi-Speed/USB Full-Speed (USB1.1 equivalent)
- This printer does not come with a USB cable. Have an appropriate one available for the computer you are using. Use a USB cable with the following symbol.

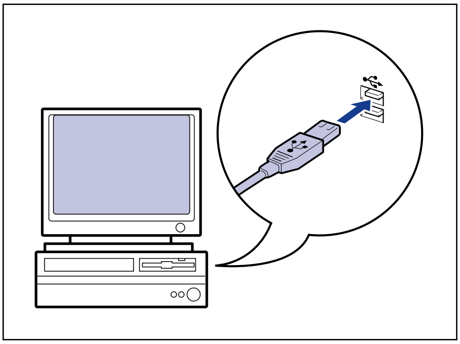
Connecting a USB Cable

1 **Make sure that the printer and computer are OFF.**

2 **Connect the B-type (square) end of the USB cable to the USB connector on the printer.**



3 **Connect the A-type (flat) end of the USB cable to the USB port on the computer.**



NOTE

If a Wizard or dialog box appears after connecting the USB cable through the Plug and Play automatic setup, install the printer driver for this printer using either one of the following procedures.

- Clicking [Cancel] and installing the printer driver from CD-ROM Setup
- Installing with Plug and Play

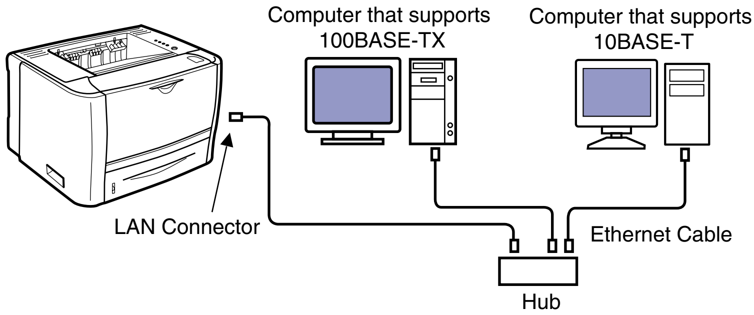
For more details, see "Installing the Printer Driver," on p. 4-4.

Using a LAN Cable

Precautions on Connecting a LAN Cable

■ Network Environment

The optional network board supports 10BASE-T/100BASE-TX connections.

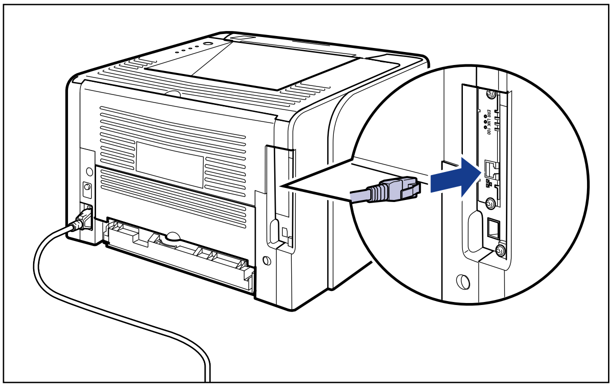


NOTE

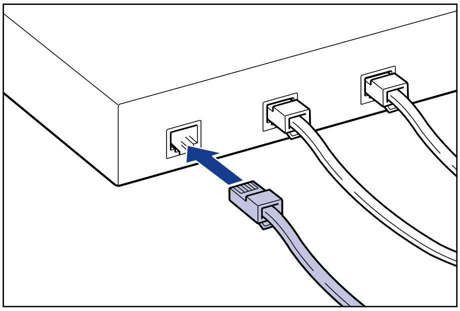
- For details on the procedure for installing the network board, see "Network Board," on p. 9-15.
- This printer and the network board do not come with a LAN cable or a hub. Have cables or a hub ready as needed.
  Use a Category 5 twisted pair cable for the LAN.
- If you want to connect the printer to a 100BASE-TX Ethernet network, all the devices to be connected to the LAN (hub, LAN cable, and network board for computer) must support 100BASE-TX.
  For more details, contact your local authorized Canon dealer.

Connecting a LAN Cable

1 **Connect the LAN cable to the LAN connector of the network board.**



2 **Connect the other end of the LAN cable to the hub.**



NOTE

If this printer is connected to a network, the following tasks are required.

- Specifying the network settings for the computer (See the instruction manual for the computer)
- Performing the installation of and the network settings for the printer to use it on a network (See Network Guide)
- Configure the print server. (See "Printing from a Network Computer by Sharing the Printer on a Network," on p. 4-35)

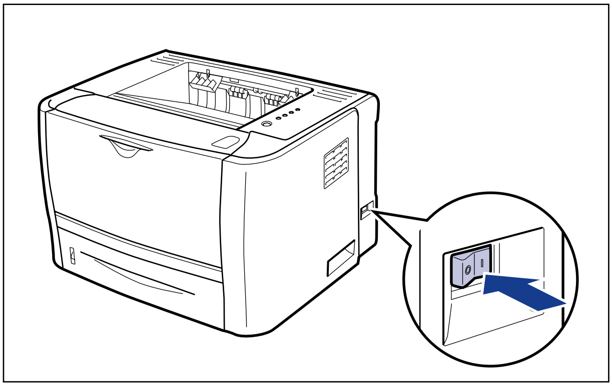
Turning the Printer ON/OFF

Turning the Printer ON

IMPORTANT

- Do not turn the printer ON immediately after turning it OFF. If you want to cycle the power of the printer, wait at least 10 seconds before turning it ON again.
- If the printer does not operate properly, or an error message appears in the Printer Status Window, see "Troubleshooting," on p. 8-1.
- Be sure to set the paper cassette in the printer before you turn the power ON for the first time following the printer installation.
- Although a sheet of blank paper is output when you turn the power ON for the first time following the printer installation, this is not an error.

1 Press the "|" side of the power switch on the printer.



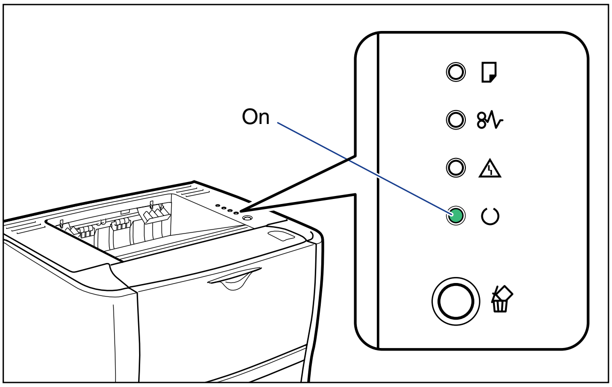
All the indicators on the printer blink, and the printer initiates a self-diagnostic test on the printer unit and optional accessories.

2

Installing the Printer

● **If the self-diagnostic test result is normal**

The ◯ (Ready) indicator (green) comes on, and the printer is ready to print.



● **If the self-diagnostic test result is not normal**

The ⚠ (Alarm) indicator (orange) comes on/blinking (See p. 8-25).

Turning the Printer OFF

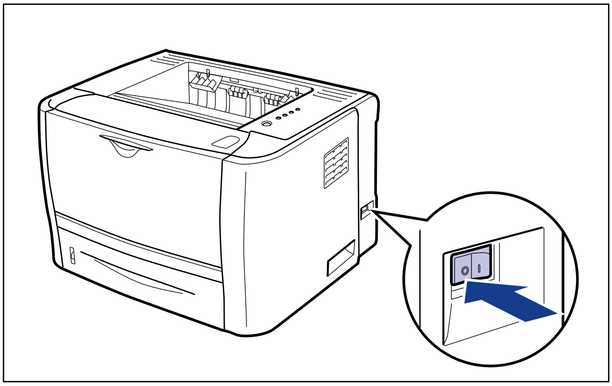
1 **Make sure that the printer is not in any of the following states before turning it OFF.**

- While the printer is in the middle of printing
- While the printer is running a self-diagnostic test immediately after turning the power ON (All the indicators are blinking)

IMPORTANT

If you turn the printer OFF, all print data remaining in the printer memory will be erased.

2 Press the "○" side of the power switch on the printer.



IMPORTANT

When the "○" side of the power switch on the right side of the printer is pressed, the power consumption is 0 W.

Paper Loading and Output Tray

3

CHAPTER

This chapter describes the types of paper that can be used with this printer, and how to load and output paper.

Paper Requirements

IMPORTANT

- Print speed may drop depending on the settings for the paper size, paper type, and print copies.
  - Envelope: Approximately 6 pages/min.
- When continuously printing the paper whose length is 264.4 mm or less, the safety function that prevents damages caused by heat may slow the print speed down in stages. (The print speed may be slowed down to approximately 6 pages/min.)

Usable Paper

Paper Size

The following shows the paper sizes that can be used with this printer.

● : The paper is available for 1-sided printing and automatic 2-sided printing

○ : The paper is available for only 1-sided printing

- : The paper cannot be used for printing

Paper Size	Paper Source		
	Multi-purpose Tray	Cassette 1	Cassette 2 (Optional)
A4	●	●	●
B5	○	○	○
A5	○	○	○
Legal	●	●	●
Letter	●	●	●
Executive	○	○	○
16K	○	○	○
Custom Paper Size	○*1	○*2	○*2
Envelope			
Envelope DL 110.0 mm x 220.0 mm	○	-	-
Envelope COM10 104.9 mm x 241.3 mm	○	-	-
Envelope C5 162.0 mm x 229.0 mm	○	-	-

Paper Size	Paper Source		
	Multi-purpose Tray	Cassette 1	Cassette 2 (Optional)
Envelope Monarch 98.5 mm x 190.5 mm	○	-	-
Index Card 76.2 mm x 127.0 mm	○	-	-

*1 Custom size paper that is 76.2 to 215.9 mm wide and 127.0 to 355.6 mm long can be loaded.

*2 Custom size paper that is 148.0 to 215.9 mm wide and 210.0 to 355.6 mm long can be loaded.

Paper Type

The following shows the paper types that can be used with this printer.

● : The paper is available for 1-sided printing and automatic 2-sided printing

○ : The paper is available for only 1-sided printing

- : The paper cannot be used for printing

Paper Type		Setting for [Paper Type] in the Printer Driver	Paper Source		
			Multi-purpose Tray	Cassette 1	Cassette 2 (Optional)
Plain Paper*1	60 - 89 g/m^2	[Plain Paper L]*2	●	●	●
		[Plain Paper]	●	●	●
Heavy Paper	90 - 120 g/m^2	[Heavy Paper 1]	●	●	●
	121 - 149 g/m^2	[Heavy Paper 2]	○	-	-
	150 - 163 g/m^2	[Heavy Paper 3]	○	-	-
Transparency		[Transparency]	○	-	-
Label		[Label]	○	-	-
Index Card		*3	○	-	-
Envelope		*3	○	-	-

*1 100 % recycled paper (60 - 89 g/m^2) can be used as plain paper.

*2 If paper curls excessively when printed with [Plain Paper] selected, select [Plain Paper L].

*3 When printing Index Card or envelopes, the printer automatically applies the appropriate print mode to each type by specifying [Output Size] in the [Page Setup] sheet.

■ Plain Paper

This printer can print plain paper (60 - 89 g/m^2) of the following sizes.

- Standard paper size: A4, B5, A5, Legal, Letter, Executive, 16K
- Custom paper size: Width 76.2 to 215.9 mm; Length 127.0 to 355.6 mm

* Paper of A4, Legal, or Letter size is available for automatic 2-sided printing.

* 100 % recycled paper (60 - 89 g/m^2) can be used as plain paper.

■ Heavy Paper

This printer can print heavy paper (90 - 163 g/m^2) of the following sizes.

- Standard paper size: A4, B5, A5, Legal, Letter, Executive, 16K
- Custom paper size: Width 76.2 to 215.9 mm; Length 127.0 to 355.6 mm

  * Paper of A4, Legal, or Letter size that weighs between 90 - 120 g/m^2 is available for automatic 2-sided printing.

■ Transparency

This printer can print A4 and Letter size transparencies.

■ Label

This printer can print A4 and Letter size labels.

IMPORTANT

Do not use the labels in the following conditions. Using inappropriate labels may result in paper jams that are difficult to clear or may result in damage to the printer.

- Peeled labels or partly used labels
- Coated labels that are easily peeled off from the backing sheet
- Labels with uneven adhesive

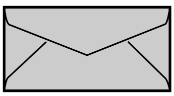
■ Index Card

This printer can print Index Card.
Index Card can be loaded in the multi-purpose tray.

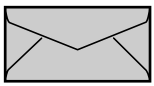
■ Envelope

The envelopes that can be used with this printer are as follows.
Envelopes can be loaded in the multi-purpose tray.

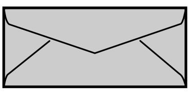
Envelope DL
(110.0 mm x 220.0 mm)



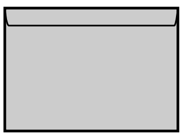
Envelope Monarch
(98.5 mm x 190.5 mm)



Envelope COM10
(104.9 mm x 241.3 mm)



Envelope C5
(162.0 mm x 229.0 mm)



IMPORTANT

- Do not use the following types of envelopes. Using inappropriate envelopes may result in paper jams that are difficult to clear or may result in damage to the printer.
  - Envelopes with fasteners or snaps
  - Envelopes with address windows
  - Envelopes with adhesive on the surface
  - Wrinkled or creased envelopes
  - Poorly manufactured envelopes in which the glued parts are uneven
  - Irregularly-shaped envelopes
- Before loading the envelopes, flatten the stack of envelopes to release any remaining air, and press the fold lines tightly along the edges.
- Do not print on the reverse side (glued side) of envelopes.
- Printing speed drops when printing envelopes.

NOTE

If printing envelopes, they may become creased.

Printable Area

NOTE

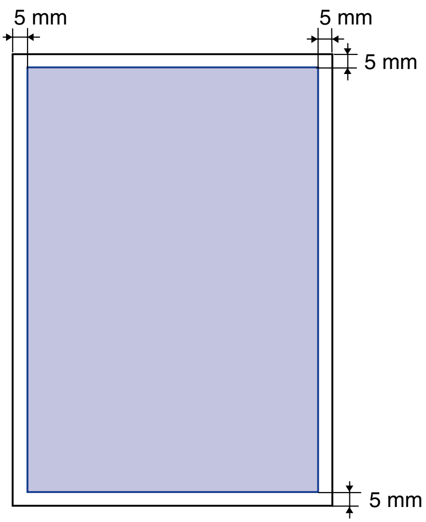
Specify the following setting in the printer driver to extend the printable area to near the edges of the paper.

1. Click [Finishing Details] in the [Finishing] sheet.
2. Select the [Print with Upper Left of Sheet as Starting Point] check box.

However, the edges of the printout may be partly missing depending on the property of the document to be printed. For more details, see Online Help in the printer driver.

■ Plain Paper/Heavy Paper/Transparency/Label

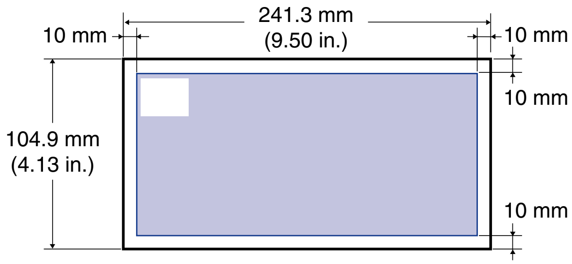
You cannot print on any area within 5 mm of the edges of paper.



■ Envelope/Index Card

You cannot print on any area within 10 mm of the edges of paper.
You may have to change the printable area before printing, depending on the application you use.

(Sample: Envelope COM10)



Unusable Paper

To avoid problems such as paper jams and other malfunctions, the following types of paper should never be used:

IMPORTANT

- Paper that jams easily
  - Paper that is too thick or too thin
  - Irregularly-shaped paper
  - Wet or moist paper
  - Torn or damaged paper
  - Rough, extremely smooth, or glossy paper
  - Paper with binding holes or perforations
  - Curled or creased paper
  - Specially coated paper (coated paper for inkjet printers, etc.)
  - Labels with backing sheet that is easily peeled off
  - Paper that has already been printed by a copy machine or another laser printer (The reverse side of the paper is also not usable. Using the multi-purpose tray, however, you can perform 2-sided printing manually on the other side of paper previously printed by this printer. You cannot print on the printed side again.)
  - Paper with jagged edges (paper that has been poorly cut)
  - Wrinkled paper
  - Paper with the corners folded
- Paper that changes its quality at high temperatures
  - Paper that contains ink that melts, burns, evaporates or emits harmful gases at or lower than the heating temperature (approx. 270°C or 518°F) of the fixing unit
  - Heat-sensitive paper
  - Treated color paper
  - Specially coated paper (coated paper for inkjet printers, etc.)
  - Paper with adhesive on the surface
- Paper that damages the printer
  - Carbon paper
  - Paper with staples, clips, ribbons or tapes
  - Paper that has already been printed by a copy machine or another laser printer (The reverse side of the paper is also not usable. Using the multi-purpose tray, however, you can perform 2-sided printing manually on the other side of paper previously printed by this printer. You cannot print on the printed side again.)
- Paper that is difficult for the toner to fix onto
  - Paper with rough surfaces
  - Specially coated paper (coated paper for inkjet printers, etc.)
  - Paper containing thick fibers

Storing Paper

The quality of paper may deteriorate if it is stored improperly even when the paper meets the normal specifications. Inferior paper may cause misfeeds, paper jams, or deterioration in print quality.
Observe the following guidelines when storing and handling paper.

IMPORTANT

- Store paper away from moisture.
- Paper wrappers guard against moisture and dryness. Keep paper in the wrapper until it is ready to be used. Store all unused paper in a wrapper.
- Store paper on a flat surface.
- Do not store paper on the floor where water and moisture can accumulate.
- When you store paper, prevent it from curling or being folded.
- Do not store paper vertically or store too many stacks of paper in one pile.
- Do not store paper in places exposed to direct sunlight or places with low humidity.
- If the paper storage room and work area differ from each other significantly in temperature or humidity, keep packed paper stack in the work area for at least one day prior to printing so that it can adapt to the new environment. When paper is moved to a location where the temperature or humidity differs significantly, the paper may curl or become creased.

Storing Printed Paper

When handling or storing paper printed by this printer, be careful of the following points.

IMPORTANT

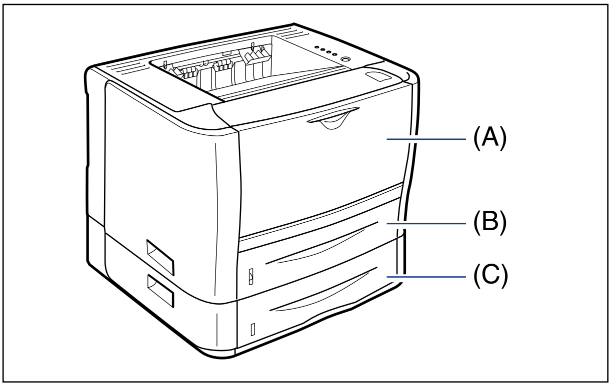
- Avoid storing printouts with PVC materials such as clear folders. Otherwise toner may melt and stick to the PVC material.
- Use insoluble adhesive when gluing printouts. Toner may melt when soluble adhesive is used. Before using the adhesive, test it with paper that is no longer required.
  Make sure that the printed paper is completely dry before placing one over another. Toner may melt if the sheets are placed together when they are not completely dry.
- Store paper on a flat surface. Toner may peel if the paper is folded or creased.
- Avoid storing printouts at high temperatures. Otherwise toner may melt and blot.
- Put printouts in a binder when storing them for a long period of time (two years or longer). (Printouts may discolor when they are stored for a long period of time.)

Paper Source

Paper Source Type

This printer has the following paper sources.

(A): Multi-purpose Tray
(B): Cassette 1
(C): Cassette 2 (Optional)



IMPORTANT

If you are printing from Cassette 2, make sure that Cassette 1 is set before printing. If you print from Cassette 2 when Cassette 1 is not set, this will cause paper jams.

Paper Capacity of Paper Source

- : The paper cannot be loaded

Paper Type	Paper Capacity		
	Multi-purpose Tray	Cassette 1	Cassette 2 (Optional)
Plain Paper (Ex. 64 g/m^2)	Approx. 50 sheets	Approx. 250 sheets	Approx. 250 sheets
Heavy Paper (Ex. 91 g/m^2)	Approx. 40 sheets	Approx. 200 sheets	Approx. 200 sheets
Heavy Paper (Ex. 128 g/m^2)	Approx. 25 sheets	-	-
Transparency	Approx. 40 sheets	-	-
Label	Approx. 20 sheets	-	-
Index Card	Approx. 15 sheets	-	-
Envelope	Approx. 5 sheets	-	-

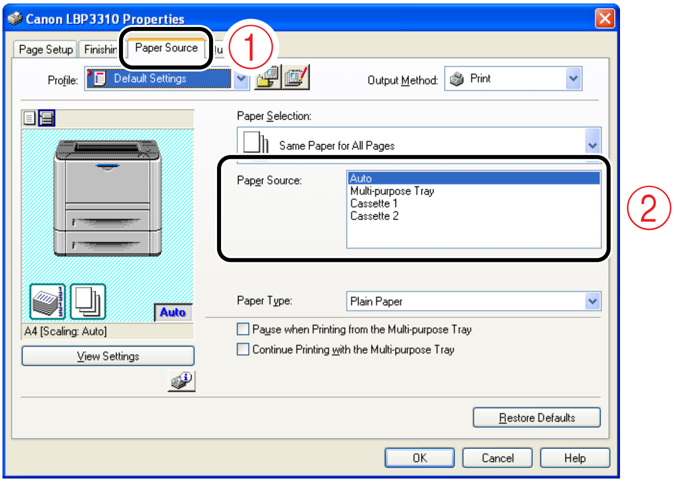
Selecting a Paper Source

A paper source can be selected in the [Paper Source] sheet in the printer driver.

1 Display the [Paper Source] sheet ①, then select [Paper Source] ②.

For details on the procedure for displaying the [Paper Source] sheet in the printer driver, see the following.

- "Printing from an Application" (See p. 5-2)
- "Changing the Default Values for Printing Preferences" (See p. 5-8)



NOTE

If [Paper Selection] is set to a setting other than [Same Paper for All Pages], the setting for [Paper Source] is changed as follows. Specify the same setting as for [Paper Source].

- [First Page]
- [Second Page]
- [Cover Page]
- [Other Pages]
- [Last Page]

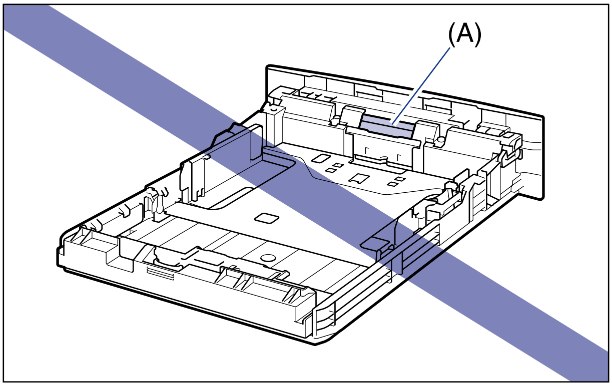
2 Click [OK].

Precautions for Handling the Multi-purpose Tray or Paper Cassette

Be careful of the following points when handling the multi-purpose tray or paper cassette.

IMPORTANT

- Be sure to turn the printer ON once when loading paper in the paper cassette for the first time after installing the paper feeder.
- Observe the following points during printing. If not, this may result in paper jams or damage to the printer.
  - Do not pull out the paper cassette.
  - Do not touch the paper in the multi-purpose tray or pull it out.
- Refill the paper cassette after all the loaded paper runs out. If the paper cassette is refilled when paper still remains in the cassette, this may result in misfeeds.
- Do not put anything other than the printing paper on the multi-purpose tray. Also, do not press on top of or apply excessive force to the multi-purpose tray. This may result in damage to the multi-purpose tray.
- Do not touch the black rubber pad (A) in the paper cassette. This may result in misfeeds.



- If you are printing from Cassette 2, make sure that Cassette 1 is set before printing. If you print from Cassette 2 when Cassette 1 is not set, this will cause paper jams.

NOTE

Remove the paper loaded in the multi-purpose tray before closing it. Keep the multi-purpose tray closed when it is not used.

Output Tray

Output Tray Type

This printer has two output trays: "face-down output tray" and "face-up output slot".

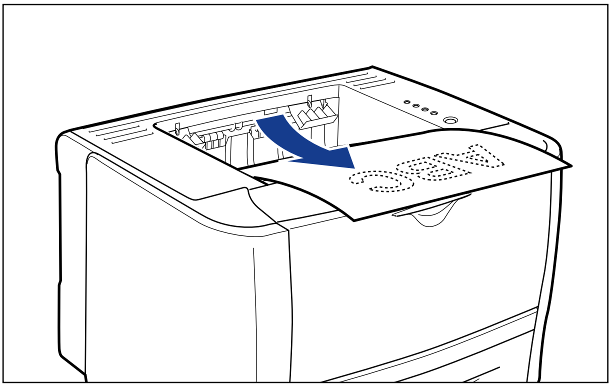
Do not switch one output tray to another during printing. This may result in paper jams.

CAUTION

- **Keep your hands or clothing away from the roller in the output area. Even if the printer is not printing, sudden rotation of the roller may catch your hands or clothing, resulting in personal injury.**
- **The paper may be hot immediately after being output. Be careful when removing the paper as well as when aligning the removed paper, especially after printing continuously. Otherwise, this may result in burns.**

Face-down Output Tray

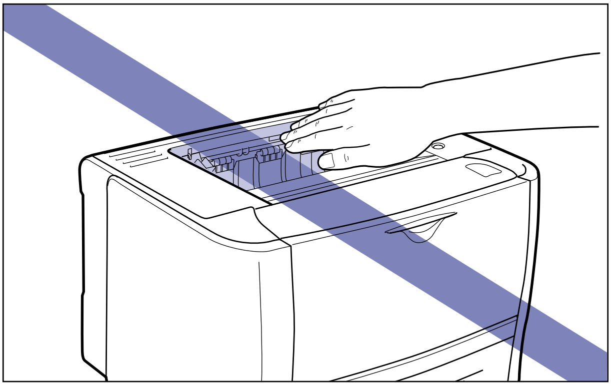
Printed paper is output to the face-down output tray on the top of the printer with the printed side facing down.



IMPORTANT

- Printed paper can be output only to the face-down output tray when performing automatic 2-sided printing.
- During 2-sided printing, do not touch the paper until it is output to the face-down output tray completely. During 2-sided printing, the paper is first output partially after the front side is printed, and then it is fed again to be printed on the reverse side.

- The face-down output tray and its surroundings become hot during or immediately after using the printer. Do not touch the face-down output tray and its surroundings when removing the jammed paper or performing the related operation.

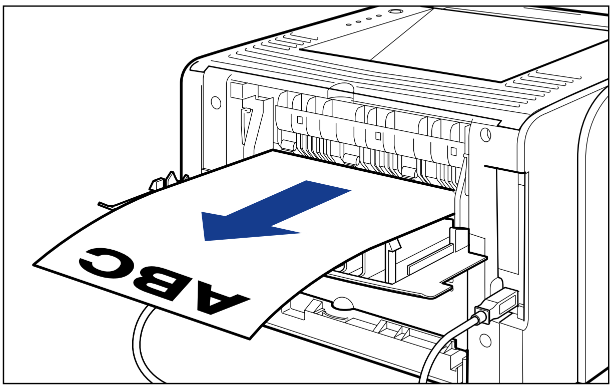


NOTE

The face-down output tray can hold up to approximately 125 sheets of plain paper (64 g/m^2). The paper capacity varies depending on the paper size or paper type. For more details, see "Paper Capacity of the Output Tray," on p. 3-15.

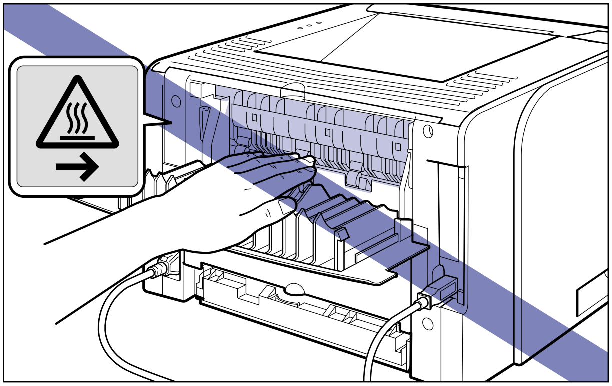
Face-up Output Slot

Printed paper is output to the face-up output slot on the rear side of the printer with the printed side facing up.
The face-up output slot is suitable to print transparencies, labels, Index Card, or envelopes which tend to curl, since the printed paper is output flattened.



CAUTION

The face-up output slot and its surroundings become hot during or immediately after using the printer. Do not touch the face-up output slot and its surroundings, as doing so may result in burns.



IMPORTANT

- When outputting paper to the face-up output slot, you cannot perform automatic 2-sided printing.
- When paper is output to the face-up output slot, take out one piece at a time each time it is output.

Paper Capacity of the Output Tray

-: The paper cannot be output

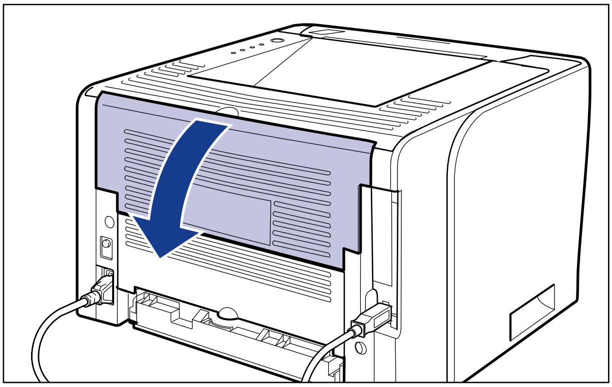
Paper Type	Paper Capacity*	
	Face-down Output Tray	Face-up Output Slot
Plain Paper (64 g/m^2)	Approx. 125 sheets	-
Heavy Paper (91 g/m^2)	Approx. 50 sheets	-
Heavy Paper (128 g/m^2)	Approx. 30 sheets	1 sheet
Transparency	1 sheet	1 sheet
Label	Approx. 10 sheets	1 sheet
Index Card	Approx. 10 sheets	1 sheet
Envelope	Approx. 10 sheets	1 sheet

* Actual paper capacity varies depending on the installation environment, paper type, or paper size.

Selecting an Output Tray

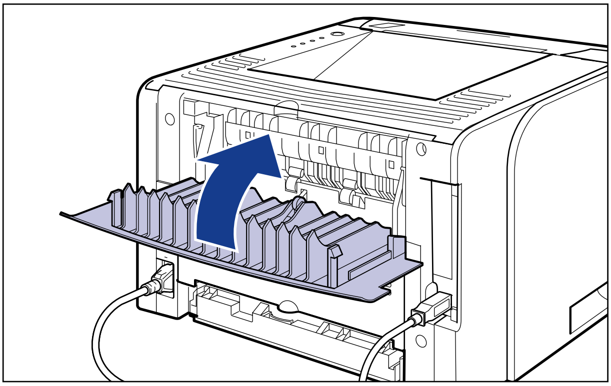
Switching to the Face-up Output Slot

When switching to the face-up output slot, open the output selection cover as shown in the figure.



Switching to the Face-down Output Tray

When switching to the face-down output tray, close the output selection cover as shown in the figure.



Loading Paper in the Paper Cassette

The following paper can be loaded in the paper cassette.

Paper Type	Paper Size	Loading Procedure
Plain Paper (60 - 89 g/m^2) Heavy Paper (90 - 120 g/m^2)	A4, B5, A5, Legal, Letter, Executive	p. 3-17
	Custom Paper Size (Width 148.0 to 215.9 mm; Length 210.0 to 355.6 mm) 16K	p. 3-23

IMPORTANT

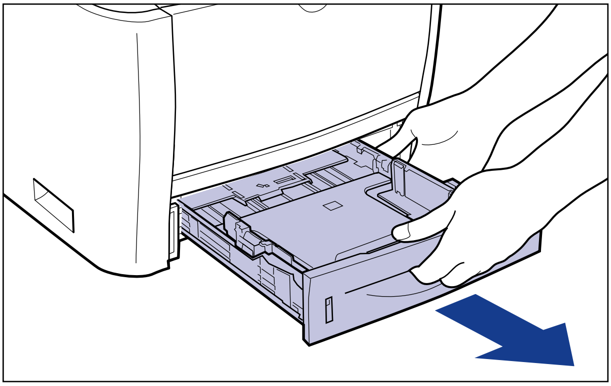
- For more details on usable paper, see "Usable Paper," on p. 3-2.
- For details on handling the paper cassette, see "Precautions for Handling the Multi-purpose Tray or Paper Cassette," on p. 3-12.

NOTE

Load paper in Cassette 2 (only if the optional paper feeder is installed) in the same manner as you would load paper in Cassette 1.

Loading Standard Size Paper

1 **Pull out the paper cassette.**



CAUTION

Be sure to take the paper cassette out of the printer before loading paper. If paper is loaded while the paper cassette is partially pulled out, the paper cassette may drop or the printer may fall down, resulting in personal injury.

2 When changing the size of the paper to be loaded, change the positions of the paper guides.

The paper sizes indicated on the paper guides are abbreviated as follows.

Paper Size	Paper Guide
Legal	LGL
Letter	LTR
Executive	EXEC

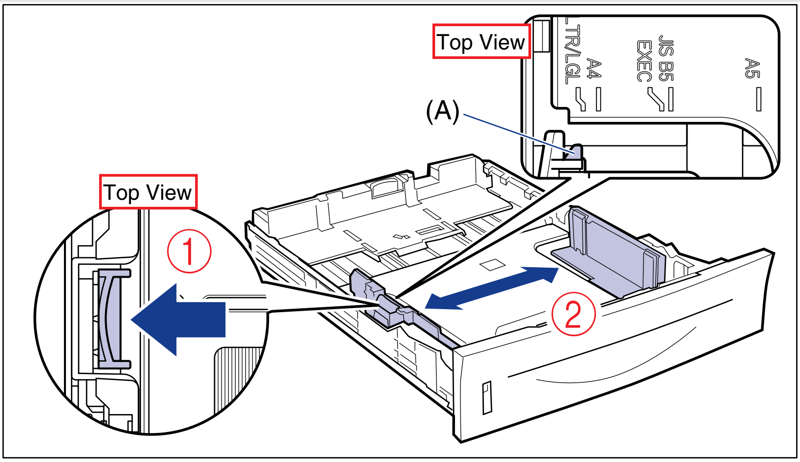
- **Slide the side paper guides to the size mark for the paper to be loaded.**

The side paper guides move together. Align the position of (A) with the size mark of the paper to be loaded.

How to slide the side paper guides

① Hold the lock release lever.

② Slide the paper guides to the size mark for the paper to be loaded.



NOTE

If you are using B5 size paper (182 mm x 257 mm), set the paper guide to "JIS B5".

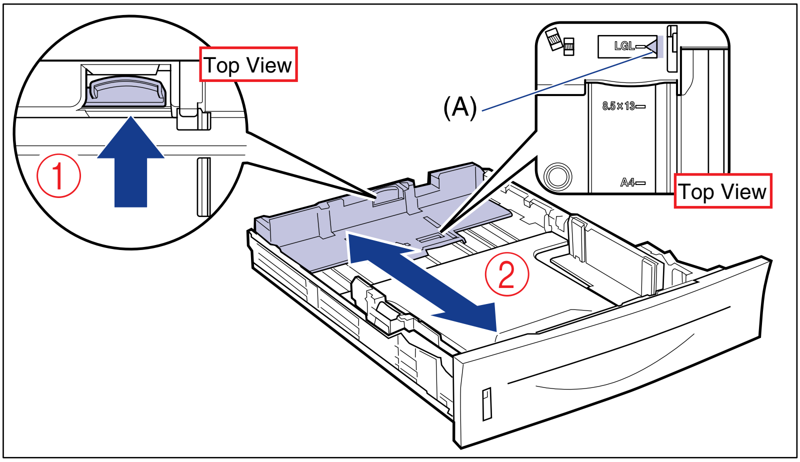
● **Slide the rear paper guide to the size mark for the paper to be loaded.**

Align the position of (A) with the size mark of the paper to be loaded.

How to slide the rear paper guide

① Hold the lock release lever.

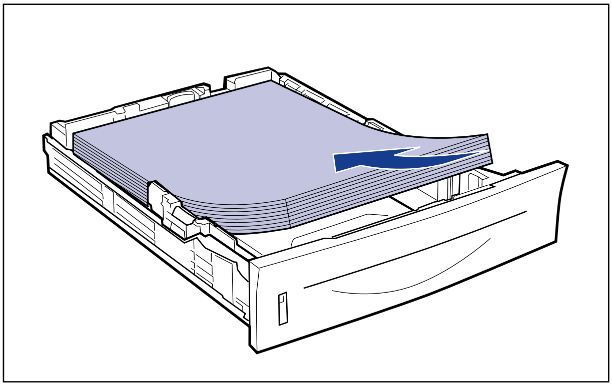
② Slide the paper guide to the size mark for the paper to be loaded.



IMPORTANT

Do not use the "8.5 x 13" position.

3 Load the paper stack so that the rear edge is aligned with the paper guide.

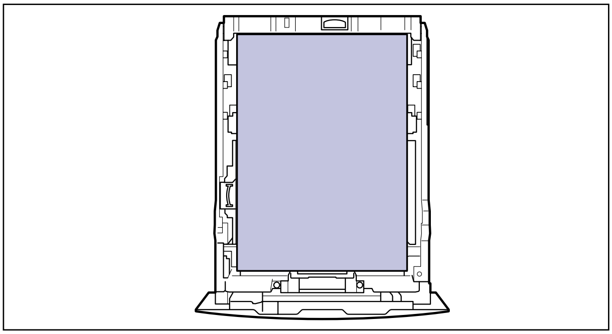


CAUTION

When loading paper, take care not to cut your hands with the edges of the paper.

IMPORTANT

- Be sure to load paper in portrait orientation.



- Be sure to check if the paper guides are at the position of the size of the paper to be loaded. If the paper guide is set at a wrong position, this may result in misfeeds.
- If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, align the edges of the paper stack properly on a hard, flat surface.

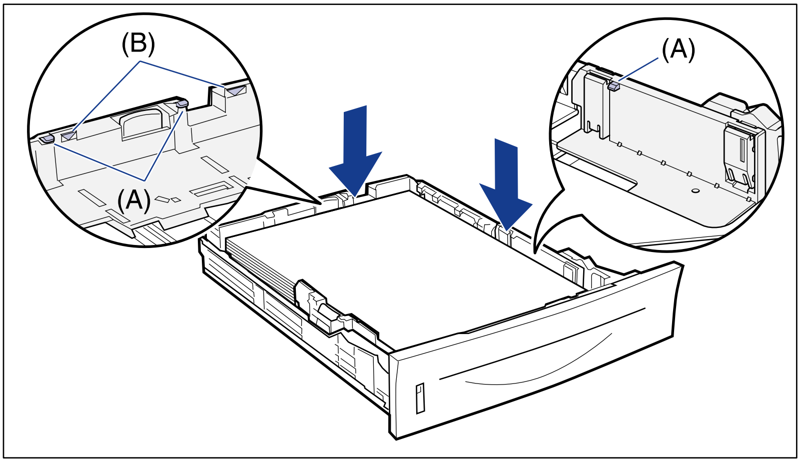
NOTE

To print paper with letterheads or logos, see "Paper Loading Orientation" (p. 3-49) and load the paper in the proper orientation.

4 Hold down the paper as shown in the figure, then set it under the hooks (A) on the paper guides.

Check the following points.

- Whether the paper stack does not exceed the load limit marks (B)
- Whether there is sufficient space between the hooks of the paper guides and the paper stack



IMPORTANT

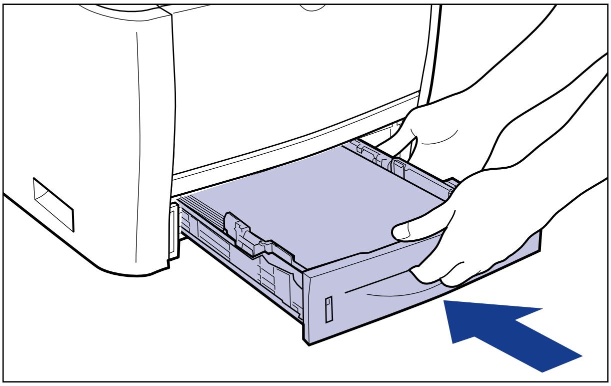
The following shows the paper capacity of the paper cassette.

- Plain paper (Ex. 64 g/m^2): Approx. 250 sheets
- Heavy paper (Ex. 91 g/m^2): Approx. 200 sheets

Be sure that the paper stack does not exceed the load limit marks. If the paper stack exceeds the load limit marks, this may result in misfeeds.

5 Set the paper cassette in the printer.

Push the paper cassette into the printer firmly until the front side of the paper cassette is flush with the front surface of the printer.



CAUTION

When setting the paper cassette in the printer, be careful not to catch your fingers.

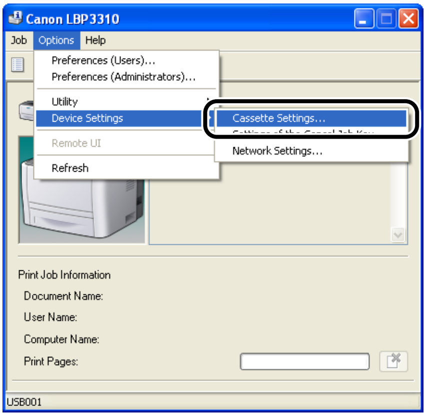
Register the size of the loaded paper using the following procedure.

This printer's paper cassette cannot automatically detect the paper size. Therefore, you need to register the size of the loaded paper.

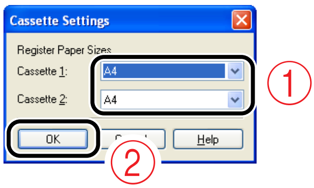
6 Display the Printer Status Window.

For details on methods for displaying the Printer Status Window, see "Displaying the Printer Status Window," on p. 5-35.

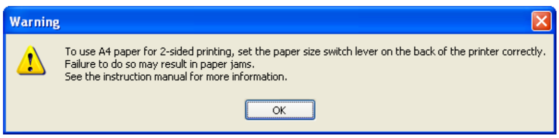
7 From the [Options] menu, select [Device Settings] → [Cassette Settings].



8 Select the size of the paper loaded in the paper cassette ①, then click [OK] ②.



When the paper size is changed to A4, Letter, or Legal, the following screen appears.



If you want to perform 2-sided printing: Set the paper size switch lever on the rear side of the printer to the appropriate position, then click [OK].

If you do not want to perform 2-sided printing: Simply click [OK].

NOTE

For details on the procedure for setting the paper size switch lever, see "Automatic 2-sided Printing," on p. 5-10.

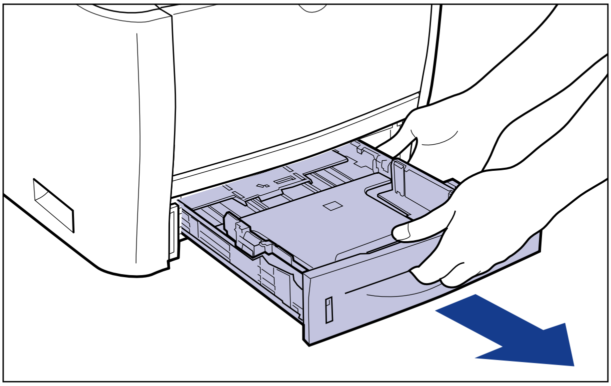
Loading paper is now completed.
For details on the procedure for printing, see "Printing from an Application," on p. 5-2.

Loading Paper of Custom Size (Non-Standard Size) and 16K

You can load paper of the following custom paper sizes.

• Width 148.0 to 215.9 mm; Length 210.0 to 355.6 mm

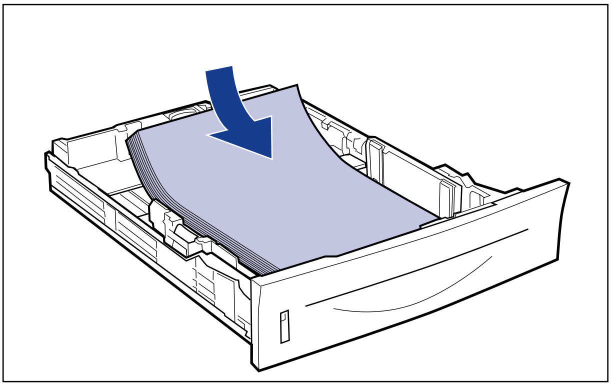
1 **Pull out the paper cassette.**



CAUTION

Be sure to take the paper cassette out of the printer before loading paper. If paper is loaded while the paper cassette is partially pulled out, the paper cassette may drop or the printer may fall down, resulting in personal injury.

2 **Load the paper so that the edges of the stacked paper are aligned with the front side of the paper cassette.**

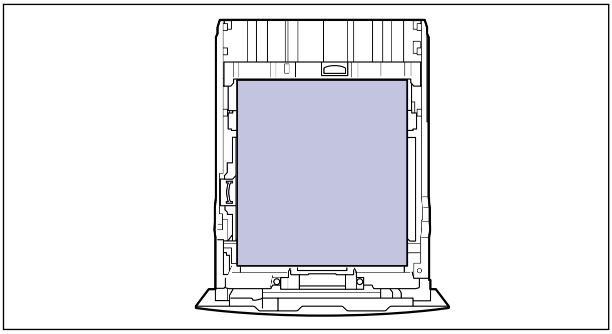


CAUTION

When loading paper, take care not to cut your hands with the edges of the paper.

IMPORTANT

- Be sure to load paper in portrait orientation.



- If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, align the edges of the paper stack properly on a hard, flat surface.

NOTE

To print paper with letterheads or logos, see "Paper Loading Orientation" (p. 3-49) and load the paper in the proper orientation.

3 Slide the paper guides.

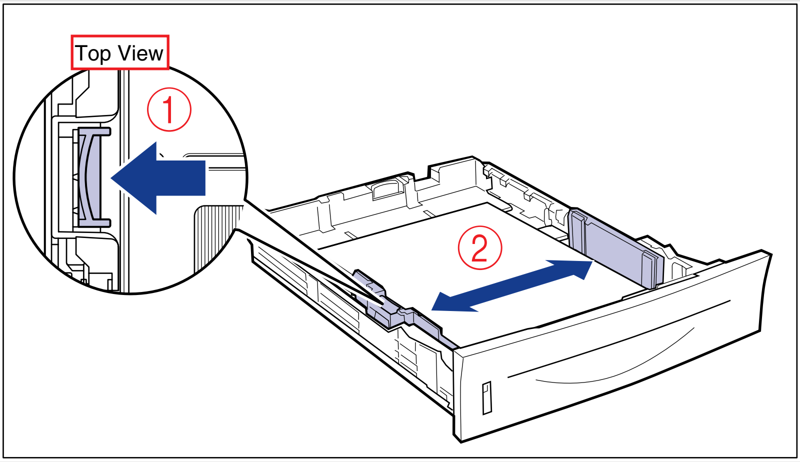
● **Slide the side paper guides to be aligned with the loaded paper.**

The side paper guides move together.

How to slide the side paper guides

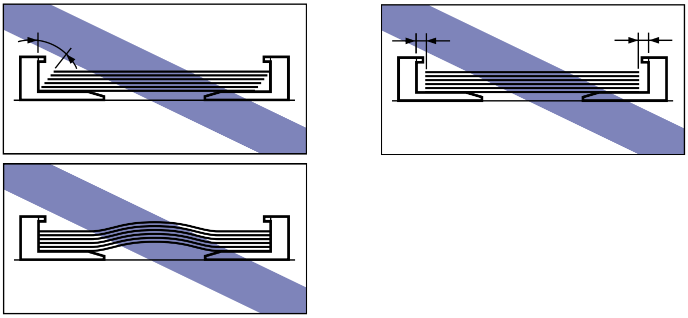
① Hold the lock release lever.

② Slide the paper guides to be aligned with the loaded paper.



IMPORTANT

Be sure to align the paper guides with the width of the paper. If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.

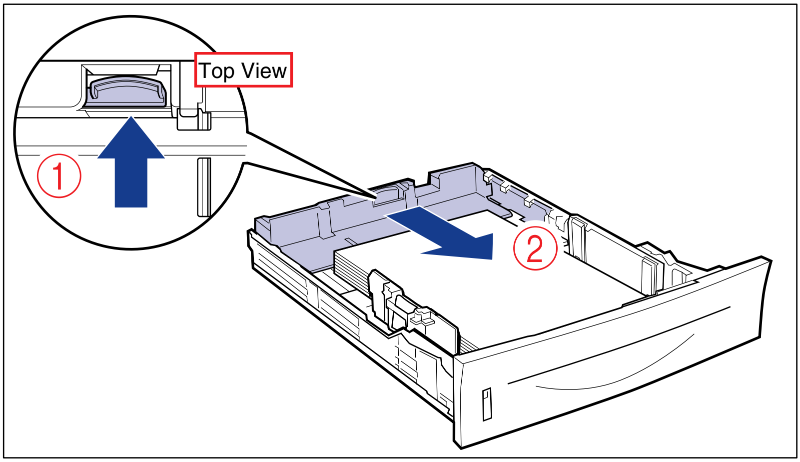


● **Slide the rear paper guide to be aligned with the loaded paper.**

How to slide the rear paper guide

① Hold the lock release lever.

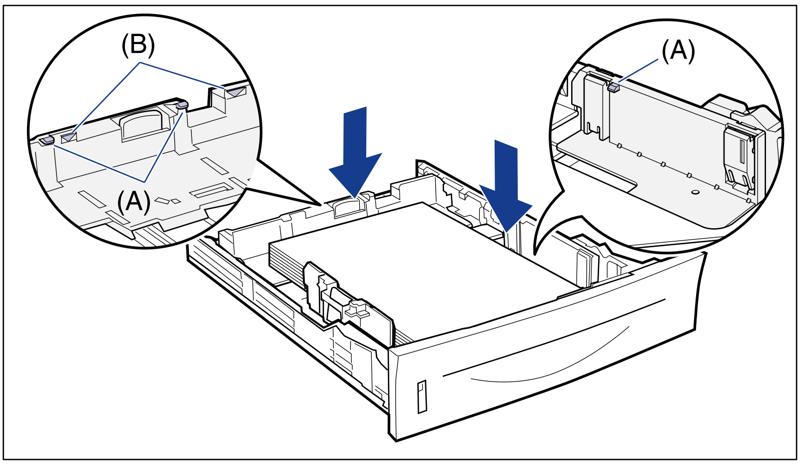
② Slide the paper guide to be aligned with the loaded paper.



4 Hold down the paper as shown in the figure, then set it under the hooks (A) on the paper guides.

Check the following points.

- Whether the paper stack does not exceed the load limit marks (B)
- Whether there is sufficient space between the hooks of the paper guides and the paper stack



IMPORTANT

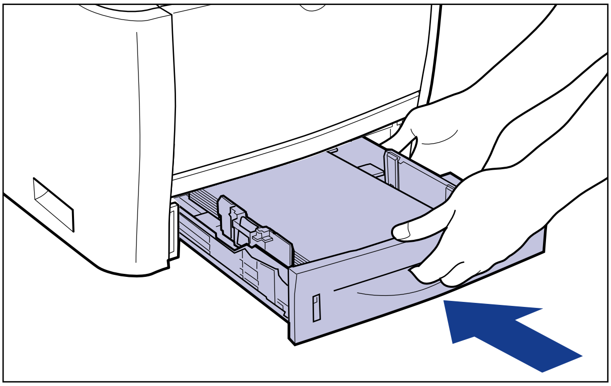
The following shows the paper capacity of the paper cassette.

- Plain paper (Ex. 64 g/m^2): Approx. 250 sheets
- Heavy paper (Ex. 91 g/m^2): Approx. 200 sheets

Be sure that the paper stack does not exceed the load limit marks. If the paper stack exceeds the load limit marks, this may result in misfeeds.

5 Set the paper cassette in the printer.

Push the paper cassette into the printer firmly until the front side of the paper cassette is flush with the front surface of the printer.



CAUTION

When setting the paper cassette in the printer, be careful not to catch your fingers.

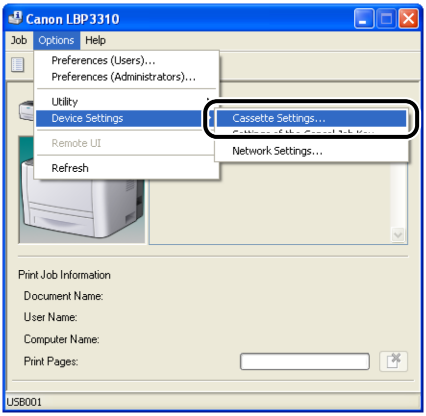
When loading custom size paper, register the size of the loaded paper using the following procedure.

This printer's paper cassette cannot automatically detect the paper size. Therefore, you need to register the size of the loaded paper.

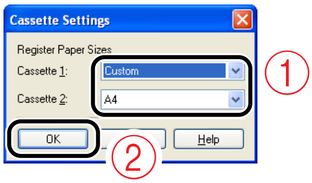
6 Display the Printer Status Window.

For details on methods for displaying the Printer Status Window, see "Displaying the Printer Status Window," on p. 5-35.

7 From the [Options] menu, select [Device Settings] → [Cassette Settings].



8 Select [Custom] ①, then click [OK] ②.



Register the size of the loaded custom size paper using the following procedure.

If printing custom size paper, you need to register the custom paper size in the printer driver previously.

9 Display the [Printers and Faxes] folder or the [Printers] folder.

Windows 2000

From the [Start] menu, select [Settings] → [Printers].

Windows XP Professional **Windows Server 2003**

From the [Start] menu, select [Printers and Faxes].

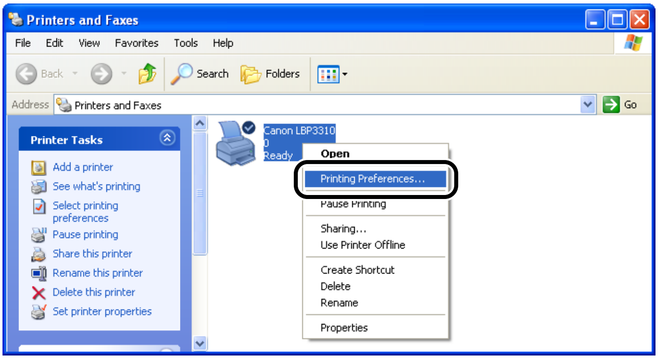
Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] → [Printers and Faxes].

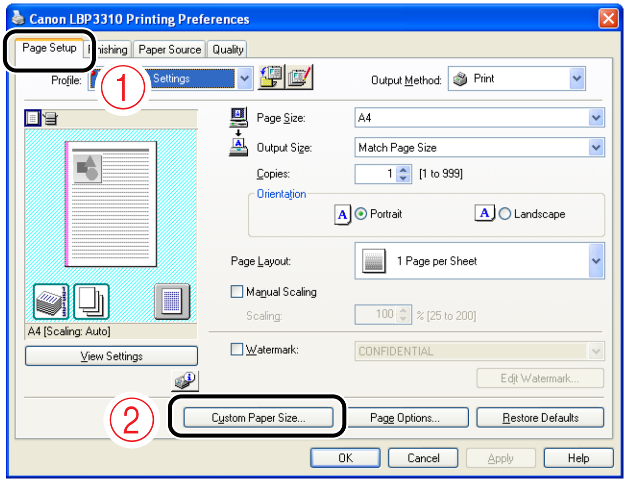
Windows Vista

From the [Start] menu, select [Control Panel], and then click [Printer].

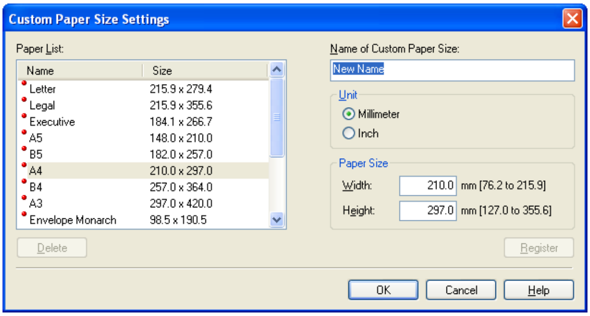
10 Right-click the icon for this printer, then select [Printing Preferences] from the pop-up menu.



11 Display the [Page Setup] sheet ①, then click [Custom Paper Size] ②.



12 Specify the following options as needed.



[Paper List]:	Displays [Name] and [Size] of standard paper sizes and added custom paper sizes.
[Name of Custom Paper Size]:	Enter the name of the custom paper size to be added. Up to 31 characters can be entered.
[Unit]:	Select the unit ([Millimeter] or [Inch]) to be used when setting the custom paper size.
[Paper Size]:	Specify the height and width of the custom paper size ([Height] ≧ [Width]). Specify the custom paper size in portrait orientation ([Height] ≧ [Width]) within user-definable sizes.

13 Click [Register].

NOTE

The number of custom paper sizes that can be added depends on the system environment.

14 Confirm the settings, then click [OK].

Loading paper is now completed.
For details on the procedure for printing, see "Printing from an Application," on p. 5-2.

Loading Paper in the Multi-purpose Tray

The following paper can be loaded in the multi-purpose tray.

Paper Type	Paper Size	Loading Procedure
Plain Paper (60 - 89 g/m^2) Heavy Paper (90 - 163 g/m^2)	A4, B5, A5, Legal, Letter, Executive, 16K	p. 3-32
	Custom Paper Size (Width 76.2 to 215.9 mm; Length 127.0 to 355.6 mm)	p. 3-42
Transparency	A4, Letter	p. 3-32
Label	A4, Letter	p. 3-32
Index Card	Index Card	p. 3-37
Envelope	Envelope DL, Envelope COM10, Envelope C5, Envelope Monarch	p. 3-37

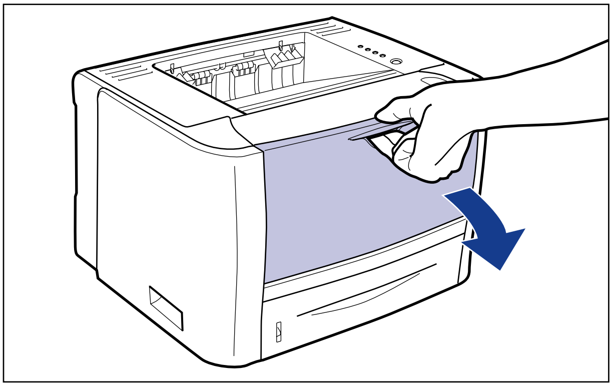
IMPORTANT

- For more details on usable paper, see "Usable Paper," on p. 3-2.
- For details on handling the multi-purpose tray, see "Precautions for Handling the Multi-purpose Tray or Paper Cassette," on p. 3-12.

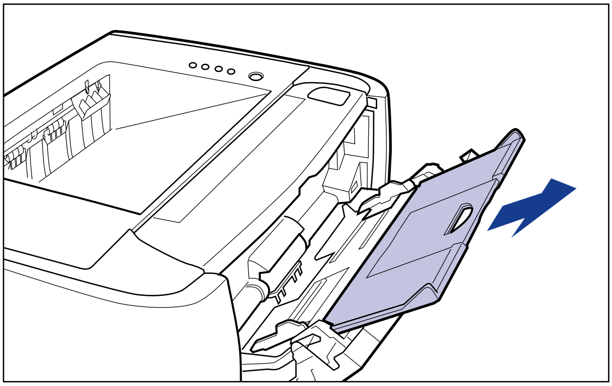
Loading Standard Size Paper (Other Than Index Card and Envelopes)

1 **Open the multi-purpose tray.**

Holding the opening at the center of the printer, open the multi-purpose tray.



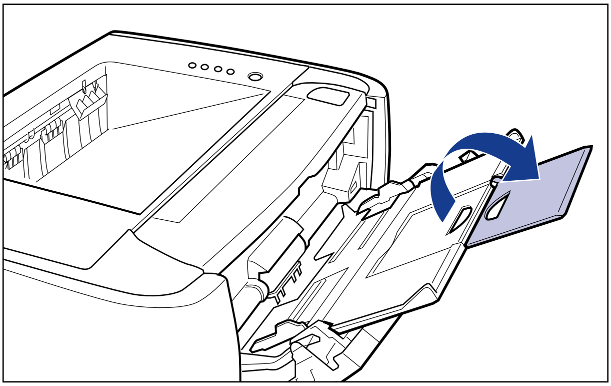
2 **Pull out the auxiliary tray.**



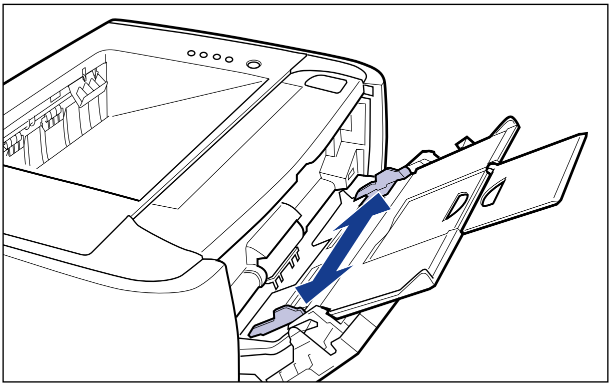
IMPORTANT

Be sure to pull out the auxiliary tray when loading paper in the multi-purpose tray.

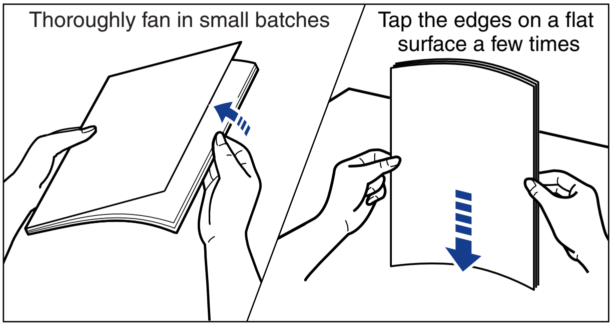
3 **When loading long-size paper such as A4 etc, open the tray extension.**



4 **Spread the paper guides a little wider than the actual paper width.**



5 Before loading transparencies or labels, fan them in small batches and align the edges.



CAUTION

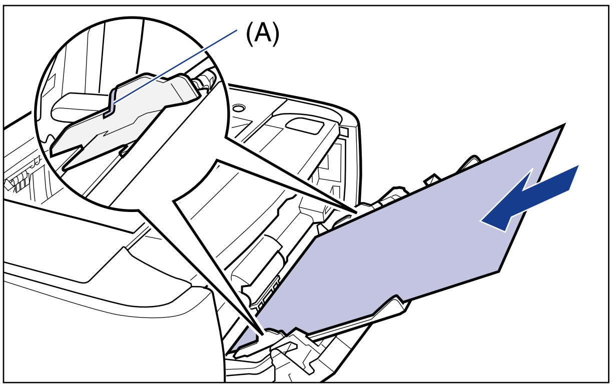
When loading paper, take care not to cut your hands with the edges of the paper.

IMPORTANT

- Be sure to fan the transparencies or labels thoroughly before loading them. If they are not fanned enough, multiple sheets of paper may be fed at once, causing paper jams.
- When fanning or aligning the transparencies, try to hold the edges to avoid touching the printing surface.
- Take care not to mark or stain the printing surface of the transparencies with fingerprints, dust, or oil. This may result in poor print quality.

6 Gently load the paper stack until it touches the back of the tray.

Be sure that the paper stack is loaded under the load limit guides (A).

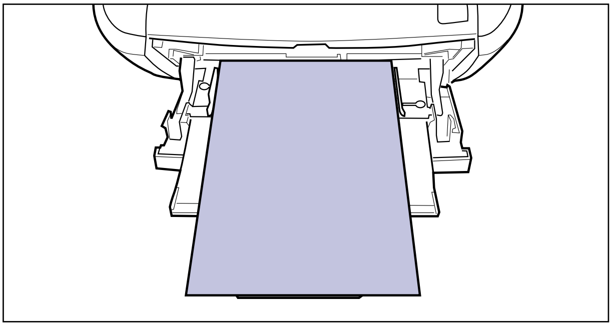


CAUTION

When loading paper, take care not to cut your hands with the edges of the paper.

IMPORTANT

- Be sure to load paper in portrait orientation.



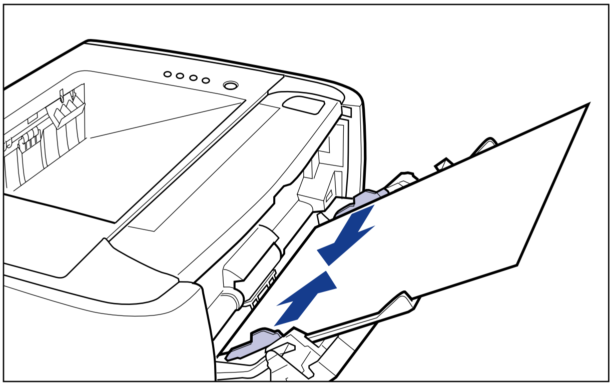
- The following shows the paper capacity of the multi-purpose tray.
  - Plain paper (Ex. 64 g/m^2): Approx. 50 sheets
  - Heavy paper (Ex. 91 g/m^2): Approx. 40 sheets
  - Heavy paper (Ex. 128 g/m^2): Approx. 25 sheets
  - Transparency: Approx. 40 sheets
  - Label: Approx. 20 sheets

  Make sure that the paper stack does not exceed the load limit guides.
- Load the paper so that it is straight.
- If the rear edge of the paper stack is not properly aligned, this may result in misfeeds or paper jams.
- If the paper is curled or folded at corners, flatten it before loading it in the printer.
- If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, fan the paper thoroughly, and then align the edges of the stack properly on a hard, flat surface.

NOTE

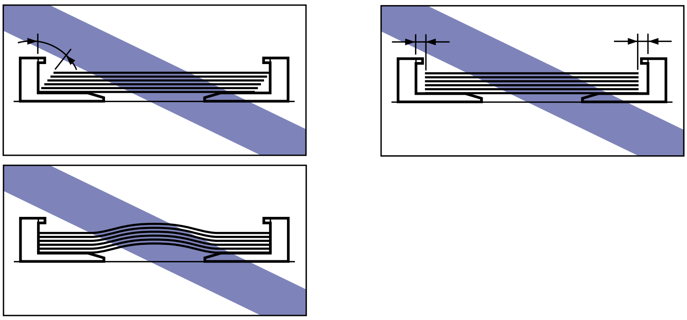
To print paper with letterheads or logos, see "Paper Loading Orientation" (p. 3-49) and load the paper in the proper orientation.

7 Align the paper guides with the width of the paper.



IMPORTANT

Be sure to align the paper guides with the width of the paper. If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.



Loading paper is now completed.
For details on the procedure for printing, see "Printing from an Application," on p. 5-2.

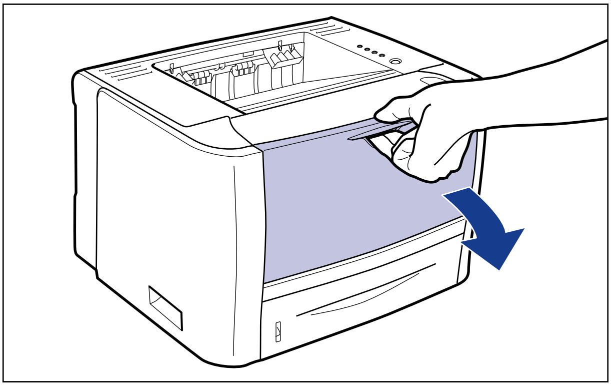
Loading Index Card or Envelopes

Index Card and the following envelopes can be loaded.

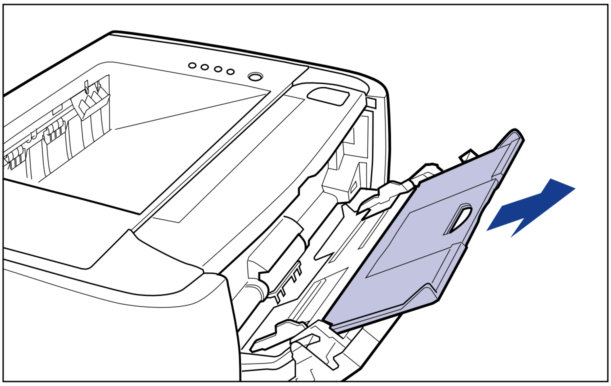
• Envelope: Envelope DL, Envelope COM10, Envelope C5, Envelope Monarch

1 Open the multi-purpose tray.

Holding the opening at the center of the printer, open the multi-purpose tray.



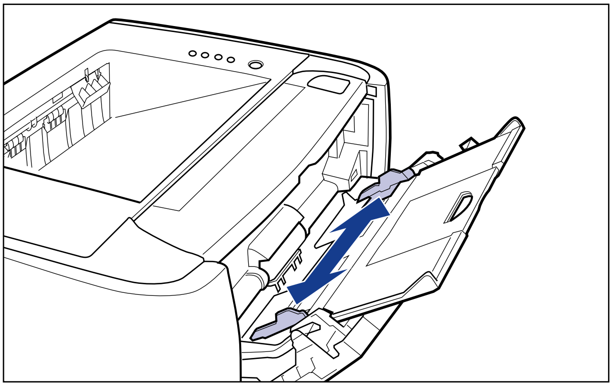
2 Pull out the auxiliary tray.



IMPORTANT

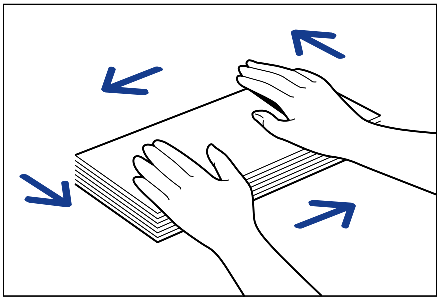
Be sure to pull out the auxiliary tray when loading paper in the multi-purpose tray.

3 Spread the paper guides a little wider than the actual paper width.



4 When loading envelopes, align them as follows.

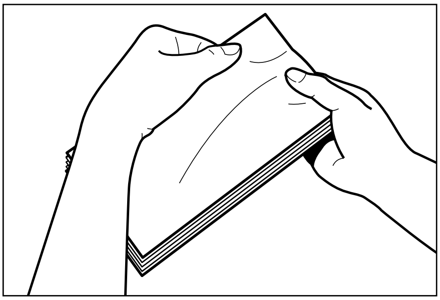
● **Place the stack of envelopes on a flat surface, flatten them to release any remaining air, and be sure that the edges are pressed tightly.**



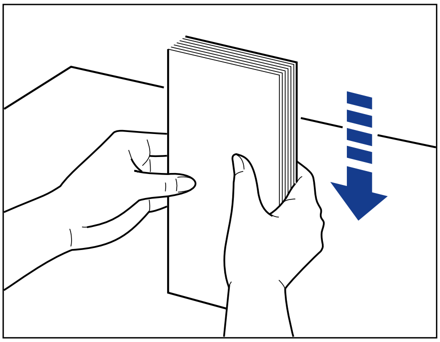
CAUTION

When loading paper, take care not to cut your hands with the edges of the paper.

- **Loosen any stiff corners of the envelopes and flatten curls as shown in the figure.**

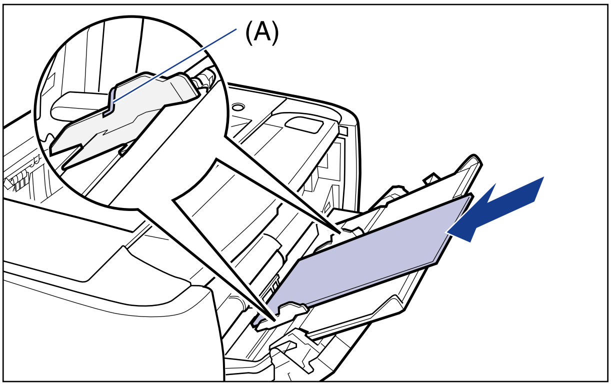


- **Align the edges of the envelopes on a flat surface.**



5 Gently load the paper stack until it touches the back of the tray.

Be sure that the paper stack is loaded under the load limit guides (A).

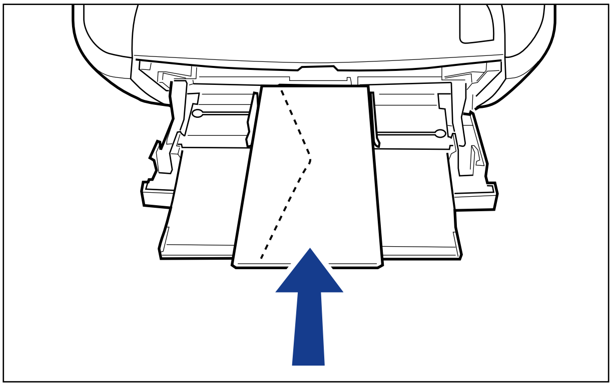


CAUTION

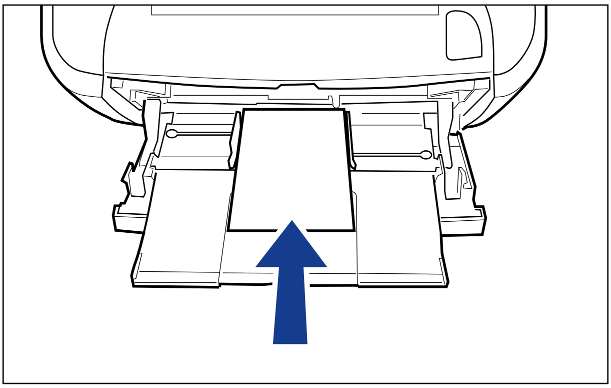
When loading paper, take care not to cut your hands with the edges of the paper.

IMPORTANT

- Load Index Card or envelopes with the printing side facing up as follows. (←: Feeding direction)
  - Envelope
    Load the envelopes so that the flap is toward the left of the printer when viewed from the front.



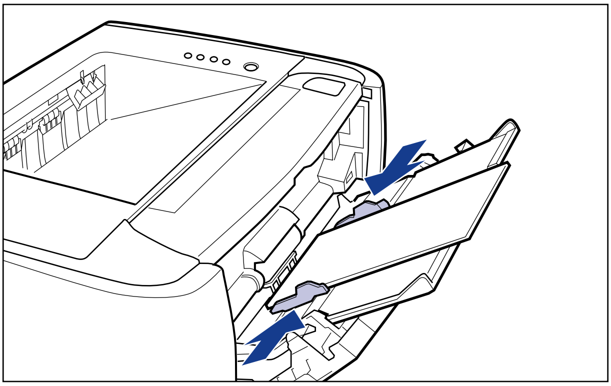
  - Index Card
    Load Index Card in portrait orientation.



- The following shows the paper capacity of the multi-purpose tray.
  - Index Card: Approx. 15 sheets
  - Envelope: Approx. 5 sheets

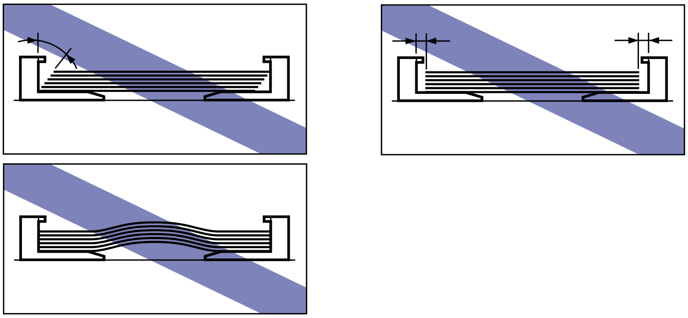
  Make sure that the paper stack does not exceed the load limit guides.
- You cannot print on the reverse side (glued side) of envelopes.

6 Align the paper guides with the width of the paper.



IMPORTANT

Be sure to align the paper guides with the width of the paper. If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.



Loading paper is now completed.

For details on the procedure for printing, see "Printing from an Application," on p. 5-2.

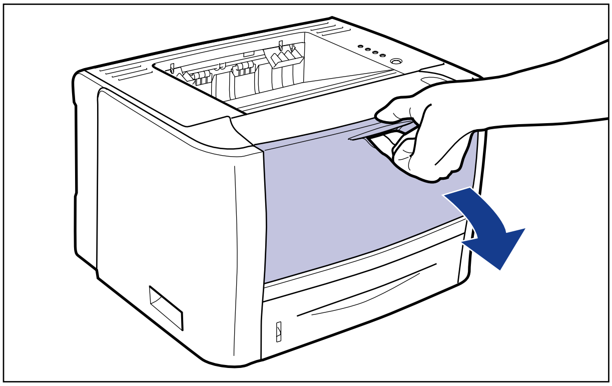
Loading Custom Size Paper (Non-Standard Paper)

You can load paper of the following custom paper sizes.

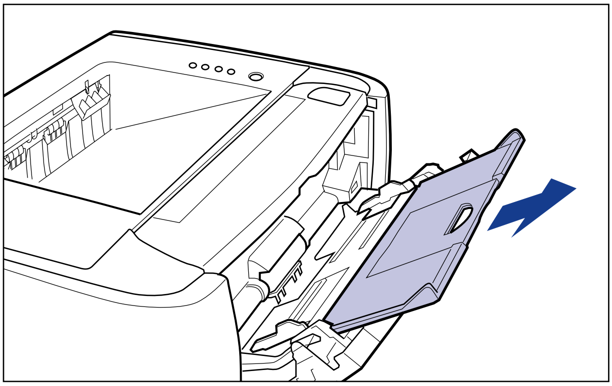
• Width 76.2 to 215.9 mm; Length 127.0 to 355.6 mm

1 **Open the multi-purpose tray.**

Holding the opening at the center of the printer, open the multi-purpose tray.



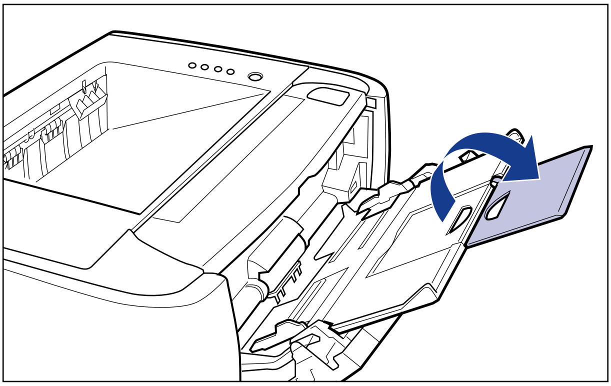
2 **Pull out the auxiliary tray.**



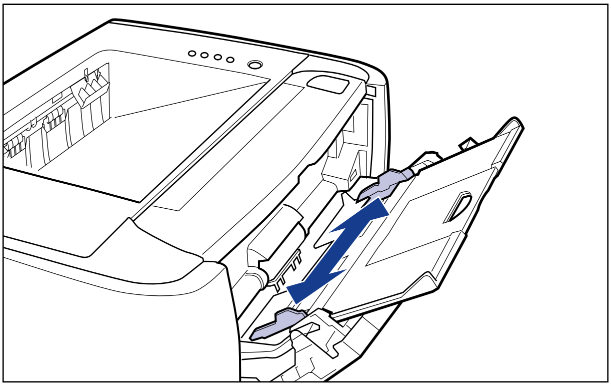
IMPORTANT

Be sure to pull out the auxiliary tray when loading paper in the multi-purpose tray.

3 When loading long-size paper, open the tray extension.

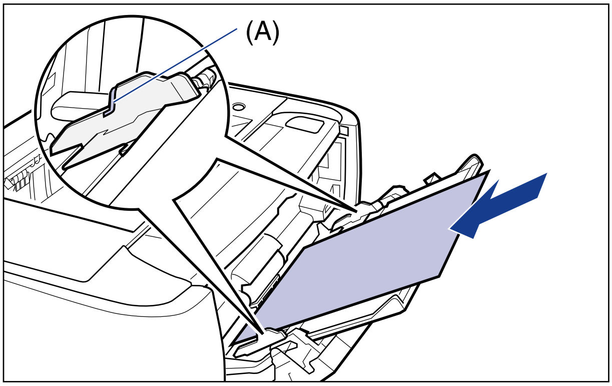


4 Spread the paper guides a little wider than the actual paper width.



5 Gently load the paper stack until it touches the back of the tray.

Be sure that the paper stack is loaded under the load limit guides (A).

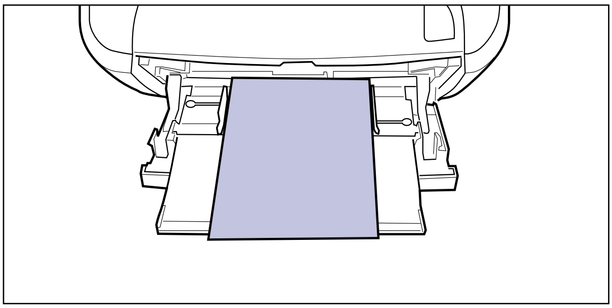


CAUTION

When loading paper, take care not to cut your hands with the edges of the paper.

IMPORTANT

- Be sure to load paper in portrait orientation.



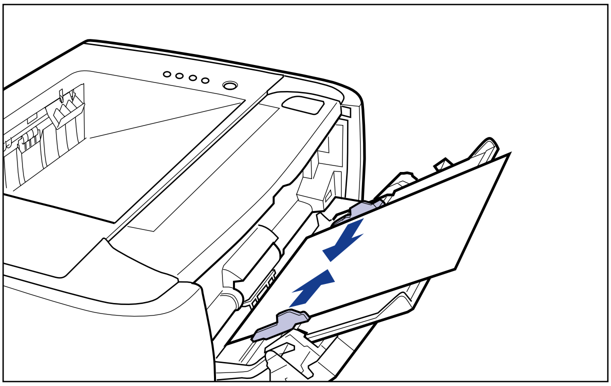
- The following shows the paper capacity of the multi-purpose tray.
  - Plain paper (Ex. 64 g/m^2): Approx. 50 sheets
  - Heavy paper (Ex. 91 g/m^2): Approx. 40 sheets
  - Heavy paper (Ex. 128 g/m^2): Approx. 25 sheets

  Make sure that the paper stack does not exceed the load limit guides.
- Load the paper so that it is straight.
- If the rear edge of the paper stack is not properly aligned, this may result in misfeeds or paper jams.
- If the paper is curled or folded at corners, flatten it before loading it in the printer.
- If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, fan the paper thoroughly, and then align the edges of the stack properly on a hard, flat surface.

NOTE

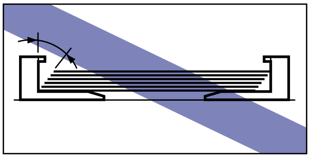
To print paper with letterheads or logos, see "Paper Loading Orientation" (p. 3-49) and load the paper in the proper orientation.

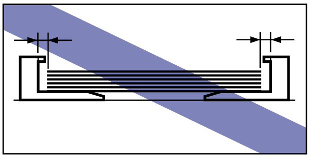
6 Align the paper guides with the width of the paper.

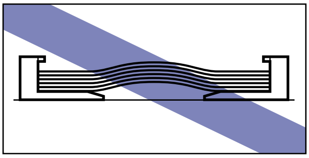


IMPORTANT

Be sure to align the paper guides with the width of the paper. If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.







Register the size of the loaded custom size paper using the following procedure.

If printing custom size paper, you need to register the custom paper size in the printer driver previously.

7 Display the [Printers and Faxes] folder or the [Printers] folder.

Windows 2000

From the [Start] menu, select [Settings] ➞ [Printers].

Windows XP Professional **Windows Server 2003**

From the [Start] menu, select [Printers and Faxes].

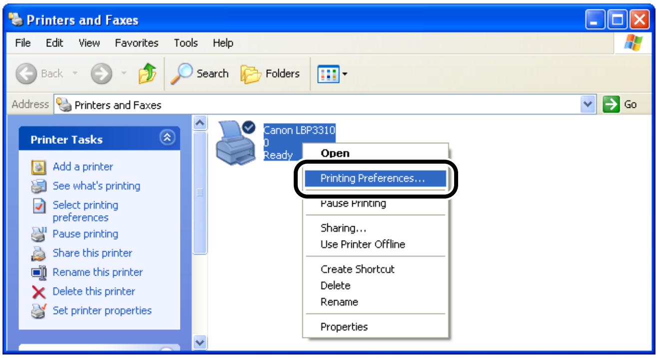
Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] ➞ [Printers and Faxes].

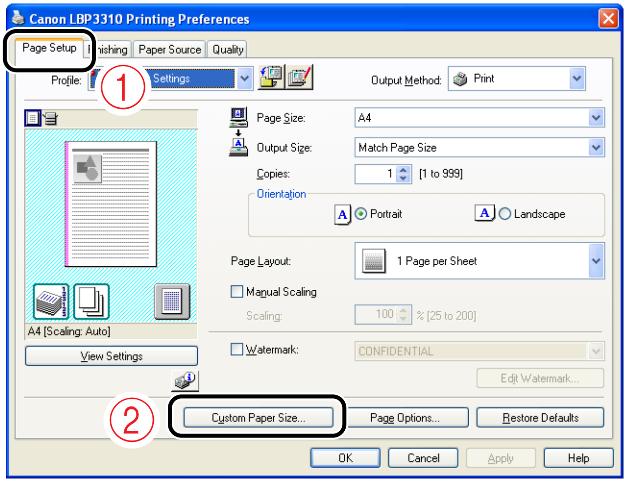
Windows Vista

From the [Start] menu, select [Control Panel], and then click [Printer].

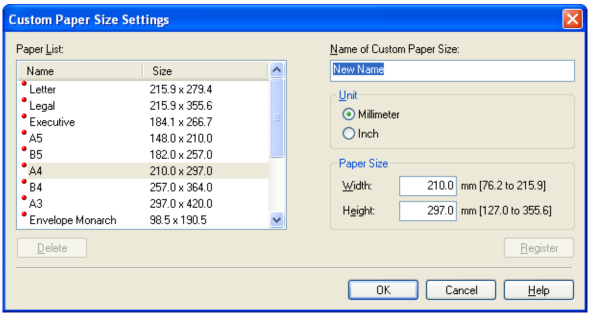
8 Right-click the icon for this printer, then select [Printing Preferences] from the pop-up menu.



9 Display the [Page Setup] sheet ①, then click [Custom Paper Size] ②.



10 Specify the following options as needed.



[Paper List]:	Displays [Name] and [Size] of standard paper sizes and added custom paper sizes.
[Name of Custom Paper Size]:	Enter the name of the custom paper size to be added. Up to 31 characters can be entered.
[Unit]:	Select the unit ([Millimeter] or [Inch]) to be used when setting the custom paper size.
[Paper Size]:	Specify the height and width of the custom paper size ([Height] ≧ [Width]). Specify the custom paper size in portrait orientation ([Height] ≧ [Width]) within user-definable sizes.

11 Click [Register].

NOTE

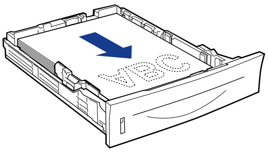
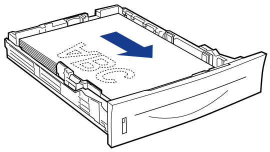
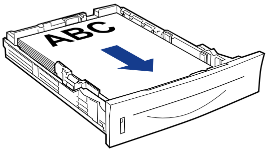
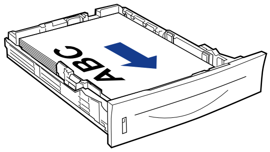
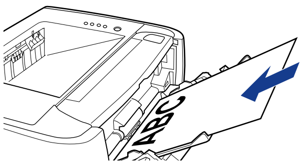
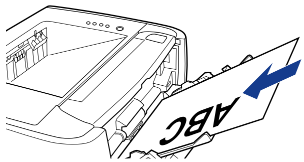
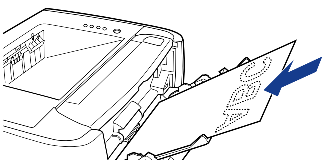
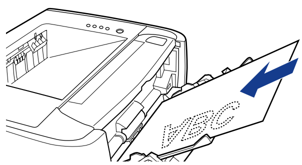
The number of custom paper sizes that can be added depends on the system environment.

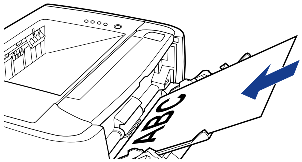
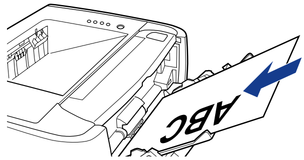
12 Confirm the settings, then click [OK].

Loading paper is now completed.
For details on the procedure for printing, see "Printing from an Application," on p. 5-2.

Paper Loading Orientation

To print paper with letterheads or logos, load the paper in the proper orientation as follows. ➡ in the table indicates the feeding directions.

	Portrait Layout	Landscape Layout
Paper Cassette (1-sided Printing)		
Paper Cassette (Automatic 2-sided Printing)		
Multi-purpose Tray (1-sided Printing)		
Multi-purpose Tray (Automatic 2-sided Printing)		

	Portrait Layout	Landscape Layout
Multi-purpose Tray (Manual 2-sided Printing)		

NOTE

For details on loading orientation of envelopes, see "Loading Index Card or Envelopes," on p. 3-37.

Setting Up the Printing Environment 4

CHAPTER

This chapter describes the procedures for installing the printer driver and specifying the settings for printing from a network computer by sharing the printer on a network.

System Requirements

The following system environment is required to use the printer driver.

■ Operating system software

- Microsoft Windows 2000 Server/Professional
- Microsoft Windows XP Professional/Home Edition*
- Microsoft Windows Server 2003*
- Microsoft Windows Vista

  * 32-bit processor version only

- System Requirements (minimum required)

	Windows 2000/XP/ Server 2003	Windows Vista
CPU	300 MHz or more	800 MHz or more
Memory (RAM)*	128 MB or more	512 MB or more
Hard Disk	Free hard disk space displayed on the installation screen of the printer driver	

(PC/AT Compatibles)

* Because the amount of available memory varies depending on the computer's system configuration as well as the applications you are using, the above environment does not necessarily guarantee printing.

- System Requirements (recommended)

	Windows 2000/XP/ Server 2003	Windows Vista
CPU	1.2 GHz or more	1.8 GHz or more
Memory (RAM)	256 MB or more	1 GB or more

■ Interface

- When connecting with USB
  USB 2.0 Hi-Speed/USB Full-Speed (USB1.1 equivalent)
- When connecting to a network
  - Connector: 10BASE-T or 100BASE-TX
  - Protocol: TCP/IP

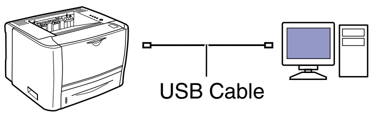
NOTE

This printer uses bi-directional communication. Operation of the printer when connected via unidirectional communication equipment has not been tested, and as a result, Canon cannot guarantee printer operation if the printer is connected using unidirectional print servers, USB hubs or switching devices.

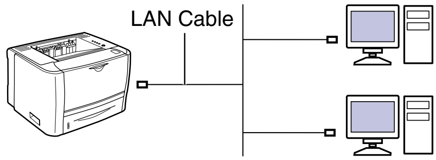
Checking Your Printing Environment

The procedure for installing the printer driver varies depending on the system environment. See the following according to your system environment.

If the printer and computer are connected by a USB cable (See p. 4-4)

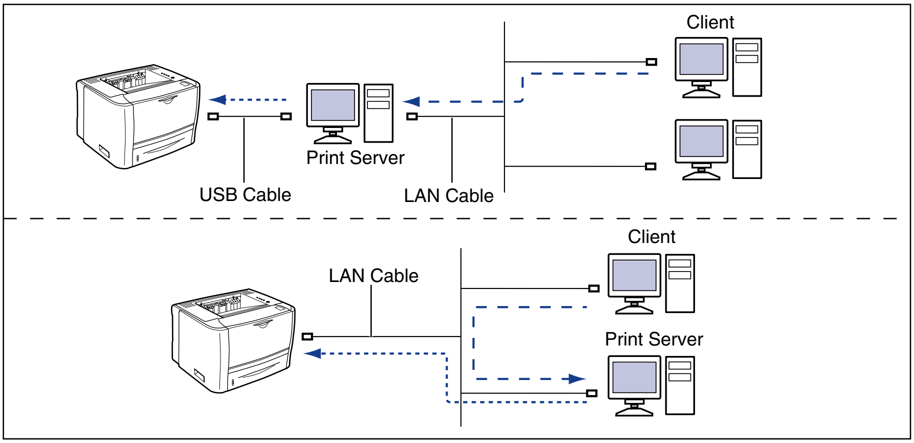


If the printer and computer are connected by a LAN cable* (See Network Guide)



*Only if the optional network board is installed

Using a Print Server



● **If your computer is the print server**

- If the printer and print server are connected by a USB cable (See p. 4-4)
- If the printer and print server are connected by a LAN cable* (See Network Guide)

* Only if the optional network board is installed

● **If your computer is a client computer (See p. 4-46)**

Installing the Printer Driver

Install the printer driver on a computer. The printer driver is software required for printing from an application. This section describes the procedure for installing the printer driver on a computer connected to the printer by a USB cable.

There are the following methods for installing the printer driver.

Installation method	Contents	Reference page
Installing from CD-ROM	Installs the printer driver from the CD-ROM supplied with the printer (CD-ROM Setup). Also, you can install the printer driver and the instruction manuals at a time.*	p. 4-5
Installing with Plug and Play	Searches for the printer automatically, selects the file required for the installation from the CD-ROM supplied with the printer, and then installs the printer driver.	Windows Vista: p. 4-12
		Windows XP/Server 2003: p. 4-19
		Windows 2000: p. 4-24

* If you want to install the manuals only, see "Installing the Manuals," on p. 5-29.

IMPORTANT

When there is insufficient free hard disk space, a message will appear during the installation. Stop the installation and increase the free space of the disk, and then install the printer driver again.

NOTE

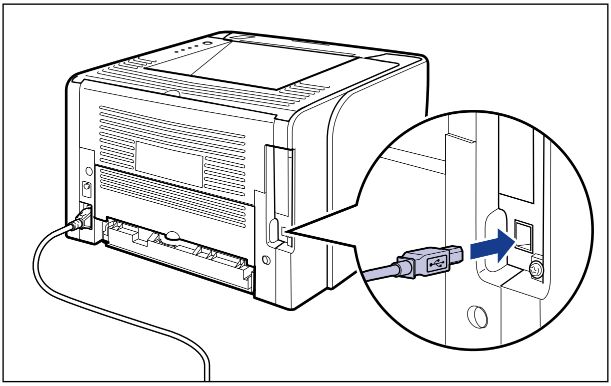
- If the print server is running 64-bit Windows Vista, and if you want to update the additional driver (alternate driver), perform the following procedure.
  1. Uninstall the printer driver used in the print server. (See p. 4-67)
  2. Install the new printer driver on the print server. (See p. 4-4)
  3. See "Print Server Settings" (p. 4-36) and install the additional driver again.
- This printer does not come with a USB cable. Have an appropriate one available for the computer you are using. Use a USB cable with the following symbol.

Installing from CD-ROM

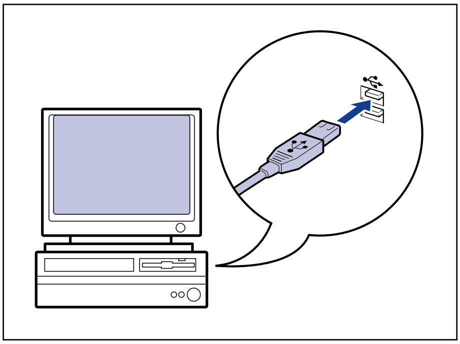
NOTE
The screenshots used in this section are from Windows XP Professional.

1 **Make sure that the printer and computer are OFF.**

2 **Connect the B-type (square) end of the USB cable to the USB connector on the printer.**



3 **Connect the A-type (flat) end of the USB cable to the USB port on the computer.**



4 Turn the computer on and start up Windows.

5 Log on as a user with administrator rights.

IMPORTANT

- If a Wizard or dialog box appears through the Plug and Play automatic setup, click [Cancel], turn the printer OFF, and then install the printer driver using this procedure.
- If you are not sure about the permissions, ask your computer administrator.

6 Insert the supplied "LBP3310 User Software" CD-ROM into the CD-ROM drive.

If the CD-ROM is already in the drive, eject the disk and re-insert it into the drive.

IMPORTANT

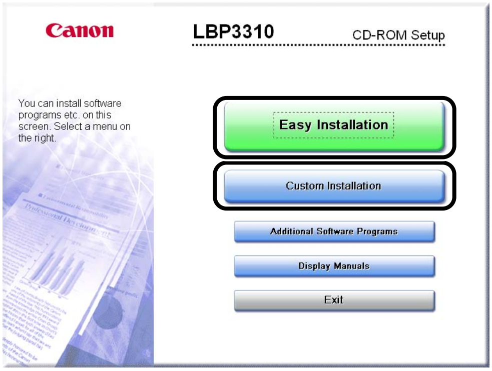
- If you are using Windows Vista and the [AutoPlay] dialog box appears, click [Run AUTORUN.EXE].
- If CD-ROM Setup does not appear, display it using the following procedures. (The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer you are using.)
  - If you are using an operating system other than Windows Vista, select [Run] from the [Start] menu, enter "D:\English\MInst.exe", and then click [OK].
  - If you are using Windows Vista, enter "D:\English\MInst.exe" in [Start Search] under the [Start] menu, and then press the [ENTER] key on your keyboard.

NOTE

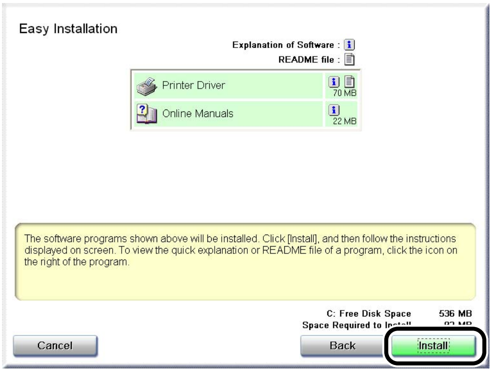
If you are using Windows Vista and the [User Account Control] dialog box appears, click [Allow].

7 Click [Easy Installation] or [Custom Installation].

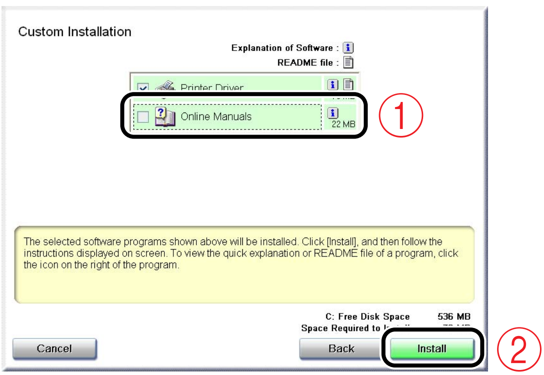
- If you want to install the printer driver and the manuals: [Easy Installation]
- If you want to install only the printer driver: [Custom Installation]



8 Click [Install].



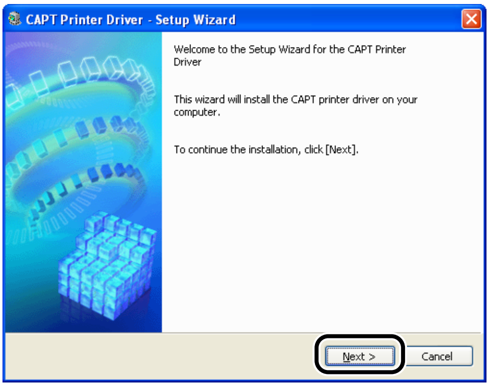
If you selected [Custom Installation] in Step 7, clear the [Online Manuals] check box ①, and then click [Install] ②.



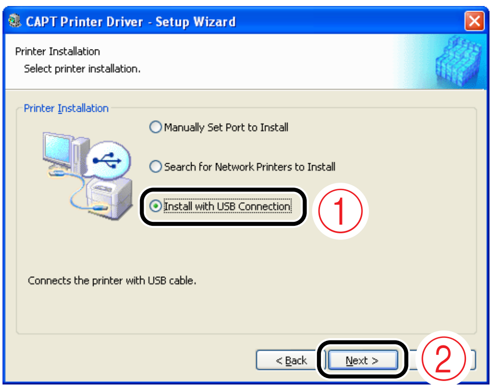
9 Confirm the contents, then click [Yes].



10 Click [Next].

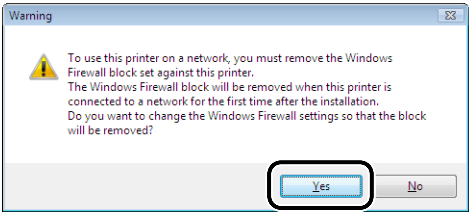


11 Select [Install with USB Connection] ①, then click [Next] ②.



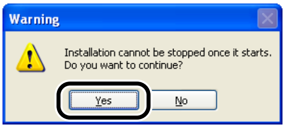
Depending on the system environment, a message that prompts you to restart the computer may appear. In this case, restart the computer and install the printer driver again.

If you are using Windows Vista, the following screen appears. Click [Yes].



Select [No] only if you do not use a LAN cable to connect the printer to a computer on which the printer driver is being installed.

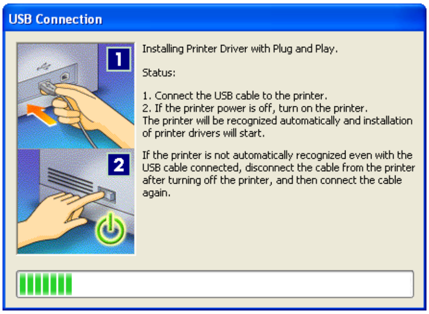
12 Click [Yes].



NOTE

- If you are using Windows 2000 and the [Digital Signature Not Found] dialog box appears, click [Yes].
- If you are using Windows XP/Server 2003 and the [Hardware Installation] dialog box appears, click [Continue Anyway].
- If you are using Windows Vista and the [Windows Security] dialog box appears, click [Install this driver software anyway].

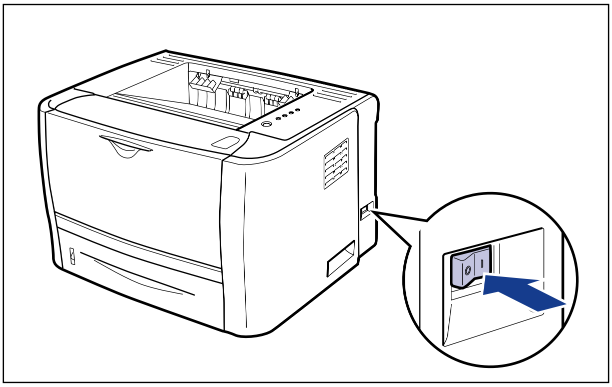
13 When the following screen is displayed, turn the printer ON.



4

Setting Up the Printing Environment

Press the " I " side of the power switch to turn the printer ON.



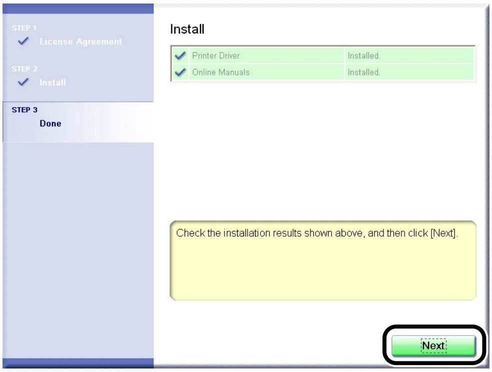
Installation of the printer driver starts automatically.

If [Easy Installation] was selected in Step 7, the manuals are also installed at a time.

NOTE

- Depending on the system environment, the installation may take a long time.
- If the printer is not recognized automatically even after the USB cable is connected, see "Installation Problems," on p. 8-37.
- If you are using Windows XP/Server 2003 and the [Hardware Installation] dialog box appears, click [Continue Anyway].
- If you are using Windows Vista and the [Windows Security] dialog box appears, click [Install this driver software anyway].

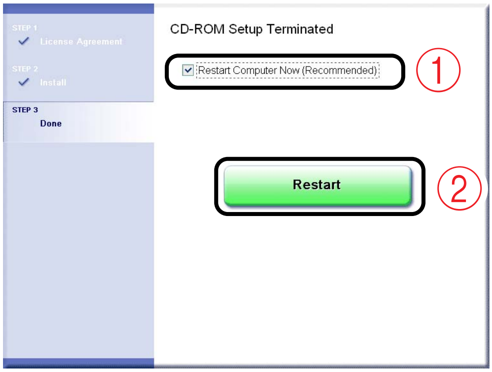
14 Confirm the installation results, then click [Next].



NOTE

If the printer driver is not installed properly, see "Installation Problems," on p. 8-37.

15 Select the [Restart Computer Now (Recommended)] check box ①, then click [Restart] ②.



Windows restarts.

The installation of the printer driver is completed.
You can take the CD-ROM out of the CD-ROM drive after the installation is completed.

Installing with Plug and Play

The procedure for installing the printer driver using Plug and Play varies depending on your operating system. See the following according to your operating system.

- For Windows Vista (See p. 4-12)
- For Windows XP/Server 2003 (See p. 4-19)
- For Windows 2000 (See p. 4-24)

For Windows Vista

IMPORTANT

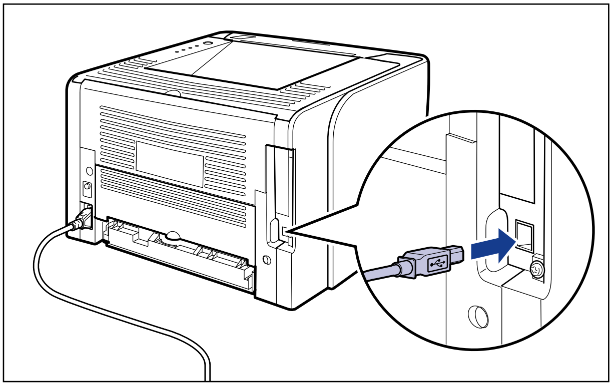
The printer driver is automatically installed on a computer on which the printer driver for this printer has been installed before, if you perform the following procedure.

1. Connect the printer and computer with a USB cable.
2. Turn the printer ON.

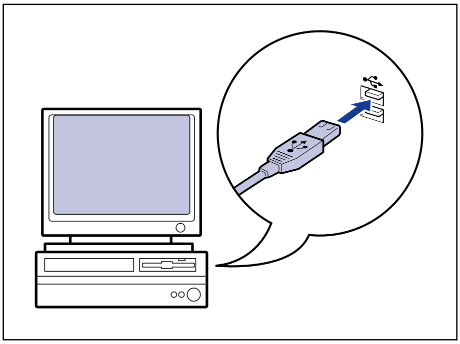
If you want to update the printer driver (or want to install it manually), see "Installing from CD-ROM" (p. 4-5) and install the printer driver.

1 **Make sure that the printer and computer are OFF.**

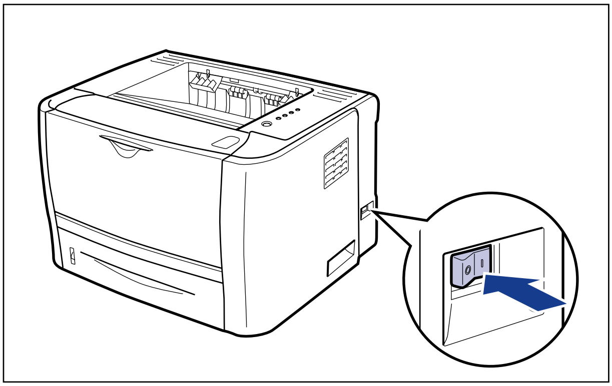
2 **Connect the B-type (square) end of the USB cable to the USB connector on the printer.**



3 Connect the A-type (flat) end of the USB cable to the USB port on the computer.



4 Press the "❘" side of the power switch to turn the printer ON.



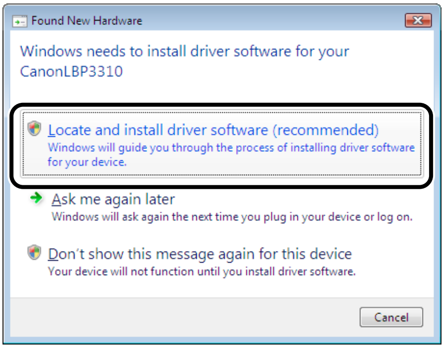
5 Turn the computer on and start up Windows Vista.

6 Log on as a user with administrator rights.

IMPORTANT

If you are not sure about the permissions, ask your computer administrator.

7 Click [Locate and install driver software (recommended)].



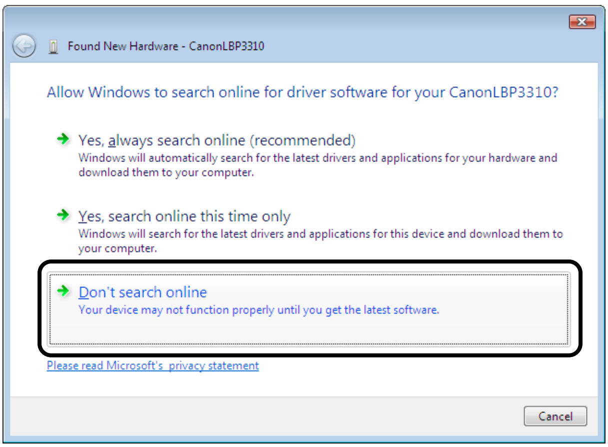
IMPORTANT

The printer driver is automatically installed on a computer on which the printer driver for this printer has been installed before, without the above screen being displayed.
If you want to update the printer driver (or want to install it manually), see "Installing from CD-ROM" (p. 4-5) and install the printer driver.

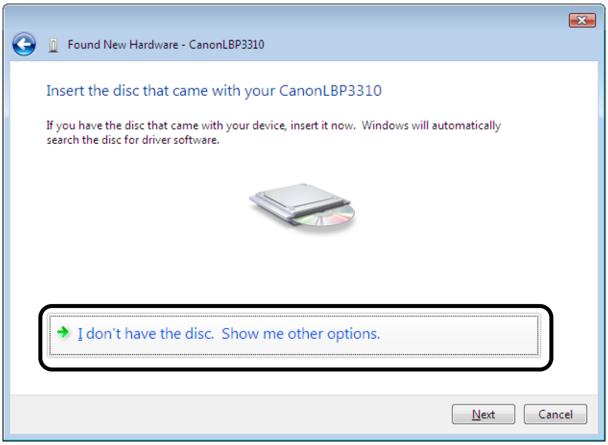
NOTE

If the [User Account Control] dialog box appears, click [Continue].

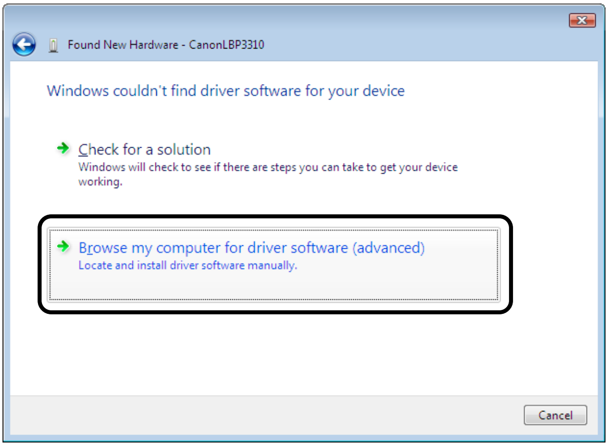
8 If the following screen appears, click [Don't search online].



9 Click [I don't have the disc. Show me other options.].



10 Click [Browse my computer for driver software (advanced)].

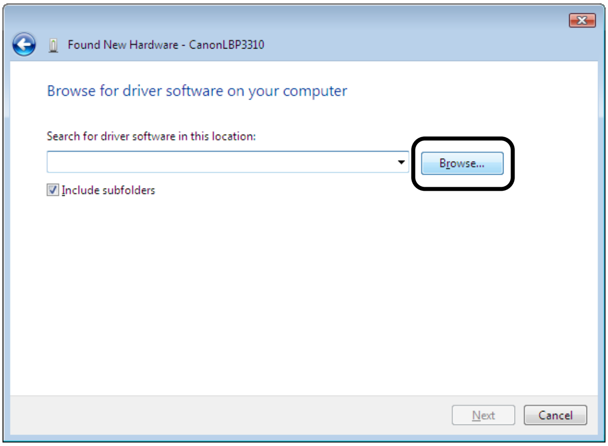


4

Setting Up the Printing Environment

11 Insert the supplied "LBP3310 User Software" CD-ROM into the CD-ROM drive, and then click [Browse].

If CD-ROM Setup appears, click [Exit].



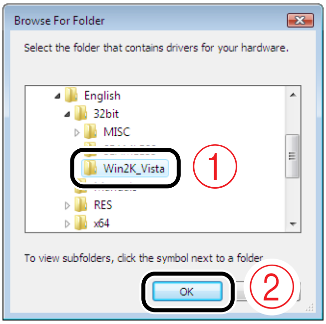
12 Select the folder in which the printer driver is included.

NOTE

If you are not sure whether you are using 32-bit Windows Vista or 64-bit Windows Vista, see "Checking the Processor Version of Windows Vista," on p. 10-8.

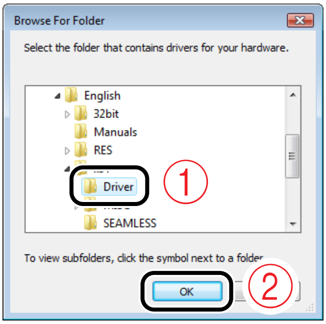
● If you are using 32-bit Windows Vista

Select the folder in the supplied CD-ROM: [English] - [32bit] - [Win2K_Vista] ①, then click [OK] ②.

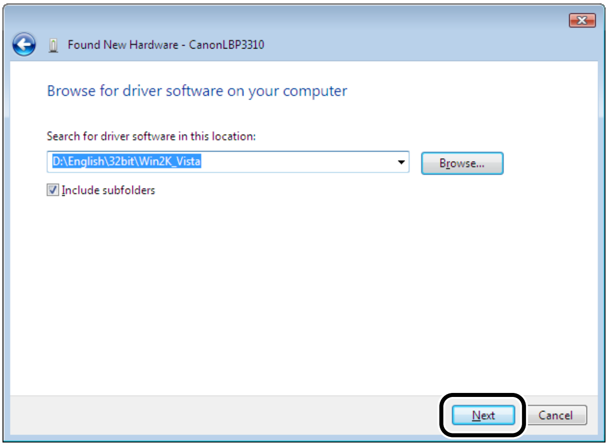


● **If you are using 64-bit Windows Vista**

Select the folder in the supplied CD-ROM: [English] - [x64] - [Driver] ①, then click [OK] ②.



13 Click [Next].

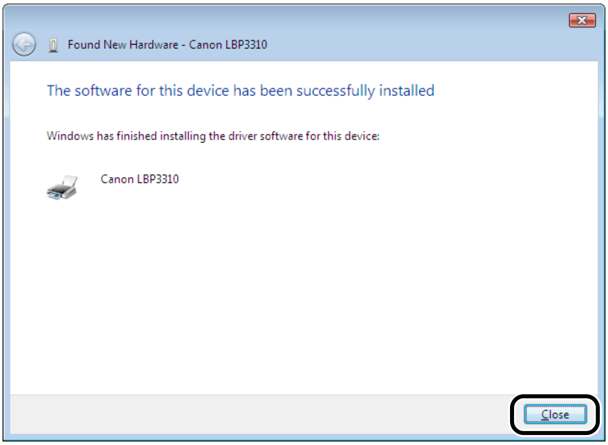


Copying files is started.

NOTE

If the [Windows Security] dialog box appears, click [Install this driver software anyway].

14 Click [Close].



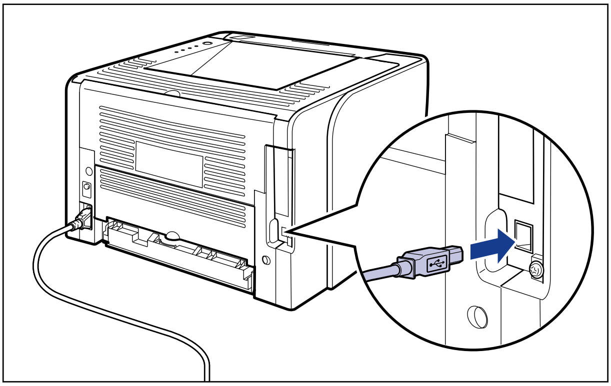
The installation of the printer driver is completed.
You can take the CD-ROM out of the CD-ROM drive after the installation is completed.

For Windows XP/Server 2003

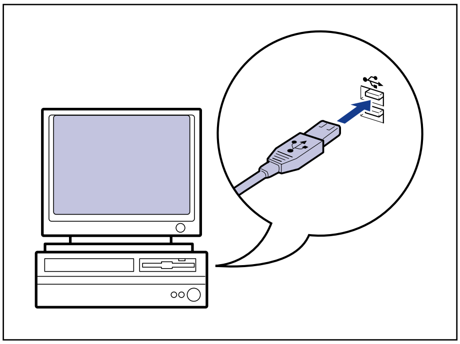
NOTE
The screenshots used in this section are from Windows XP Professional.

1 **Make sure that the printer and computer are OFF.**

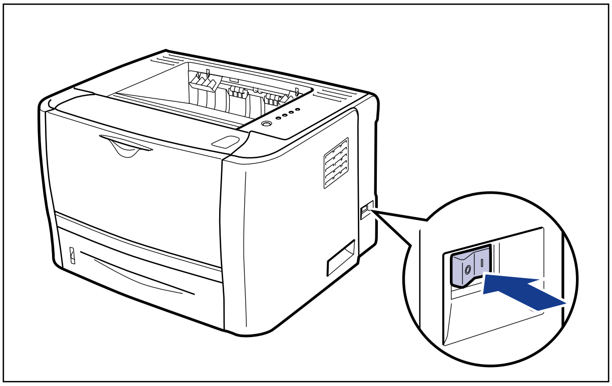
2 **Connect the B-type (square) end of the USB cable to the USB connector on the printer.**



3 **Connect the A-type (flat) end of the USB cable to the USB port on the computer.**



4 Press the "|" side of the power switch to turn the printer ON.



5 Turn the computer on and start up Windows XP/Server 2003.

6 Log on as a user with administrator rights.

IMPORTANT

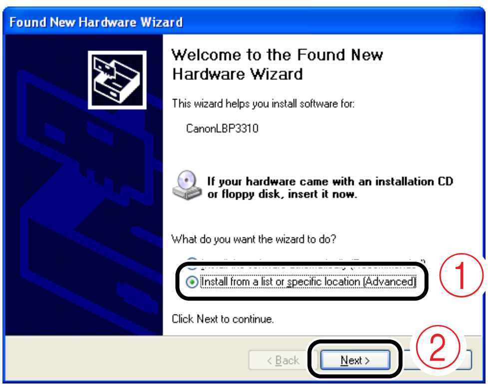
If you are not sure about the permissions, ask your computer administrator.

7 Insert the supplied "LBP3310 User Software" CD-ROM into the CD-ROM drive.

If CD-ROM Setup appears, click [Exit].

● If the following screen is displayed

Select [Install from a list or specific location (Advanced)] ①, then click [Next] ②.

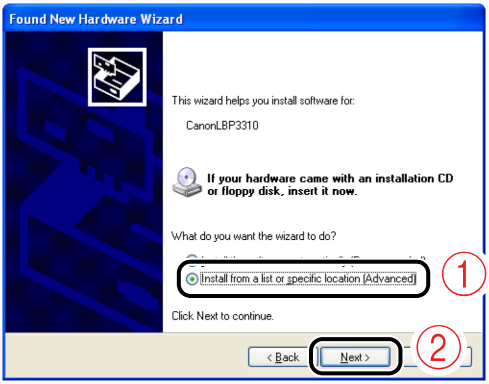


● If the following screen is displayed

1. Select [No, not this time] ①, then click [Next] ②.

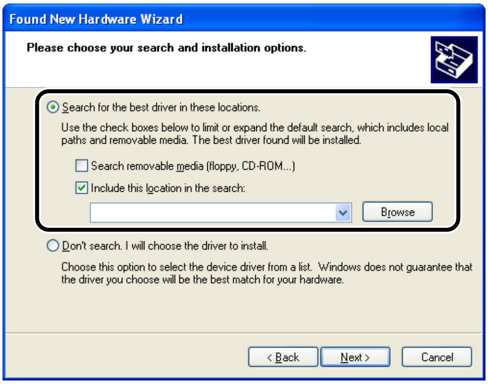


2. Select [Install from a list or specific location (Advanced)] ①, then click [Next] ②.

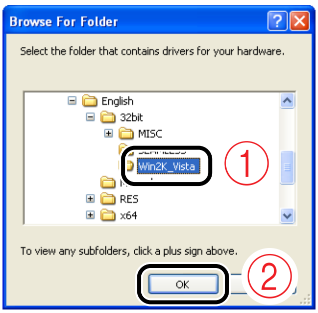


8 Perform the following procedure.

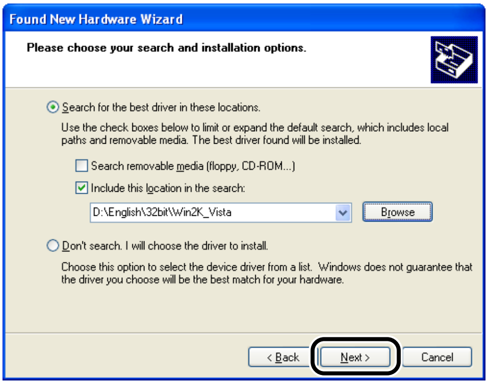
1. Select [Search for the best driver in these locations.].
2. Clear the [Search removable media (floppy, CD-ROM...)] check box.
3. Select the [Include this location in the search] check box.
4. Click [Browse].



9 Select the folder in the supplied CD-ROM: [English] - [32bit] - [Win2K_Vista] ①, then click [OK] ②.



10 Click [Next].

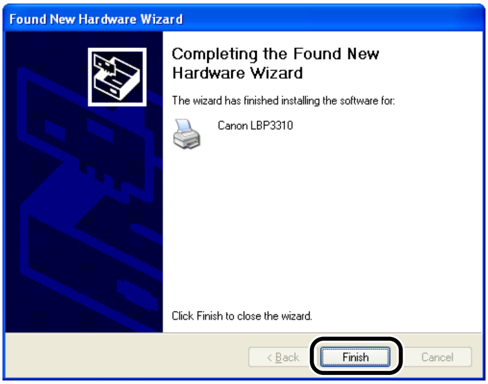


The installation process is displayed.

NOTE

If the [Hardware Installation] dialog box appears, click [Continue Anyway].

11 Click [Finish].

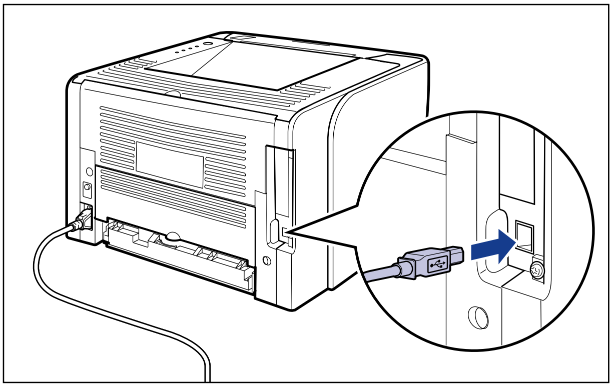


The installation of the printer driver is completed.
You can take the CD-ROM out of the CD-ROM drive after the installation is completed.

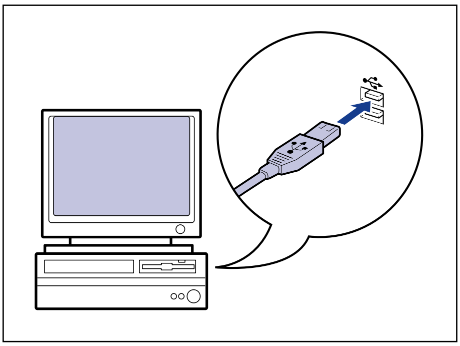
For Windows 2000

1 **Make sure that the printer and computer are OFF.**

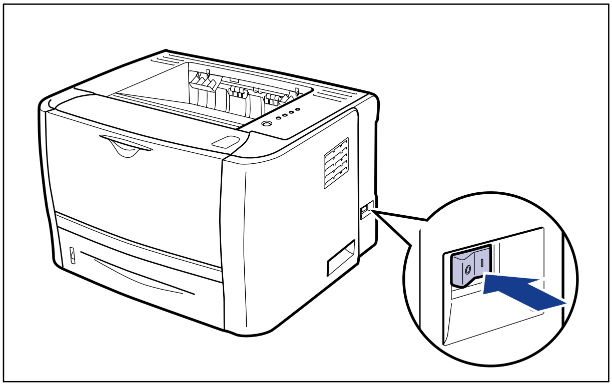
2 **Connect the B-type (square) end of the USB cable to the USB connector on the printer.**



3 **Connect the A-type (flat) end of the USB cable to the USB port on the computer.**



4 Press the "|" side of the power switch to turn the printer ON.



5 Turn the computer on and start up Windows 2000.

6 Log on as a user with administrator rights.

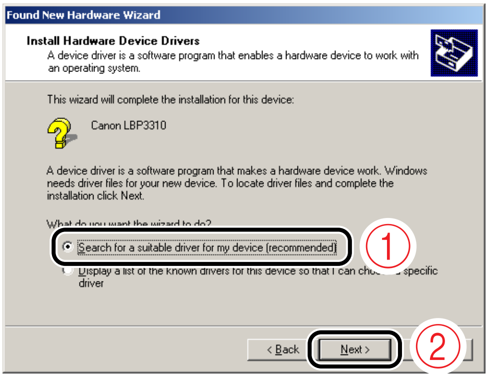
IMPORTANT

If you are not sure about the permissions, ask your computer administrator.

7 Click [Next].



8 Select [Search for a suitable driver for my device (recommended)] ①, then click [Next] ②.

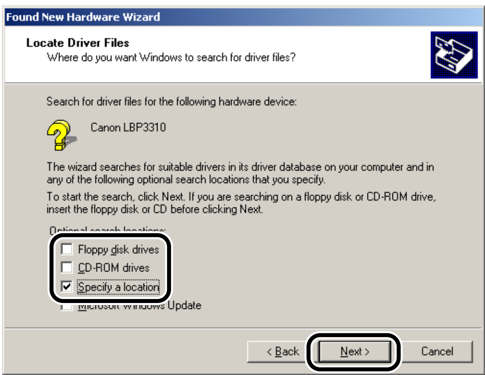


NOTE

[Unknown] may be displayed as the name of the device.

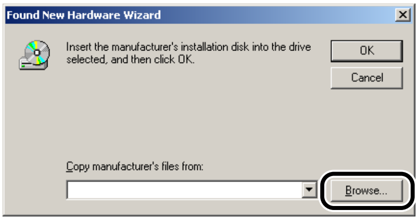
9 Perform the following procedure.

1. Clear the [Floppy disk drives] check box and the [CD-ROM drives] check box.
2. Select the [Specify a location] check box.
3. Click [Next].



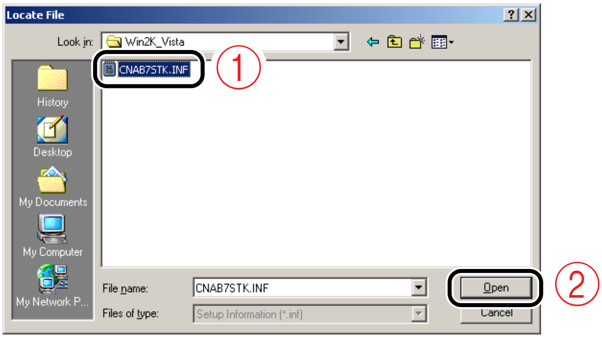
10 Insert the supplied "LBP3310 User Software" CD-ROM into the CD-ROM drive, and then click [Browse].

If CD-ROM Setup appears, click [Exit].

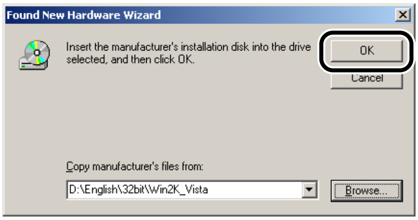


11 Open the folder in the supplied CD-ROM: [English] - [32bit] - [Win2K_Vista].

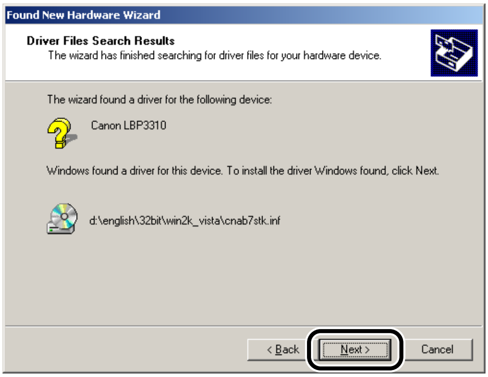
12 Select [CNAB7STK.INF] ①, then click [Open] ②.



13 Click [OK].



14 Click [Next].



Copying files is started.

NOTE

If the [Digital Signature Not Found] dialog box appears, click [Yes].

15 Click [Finish].



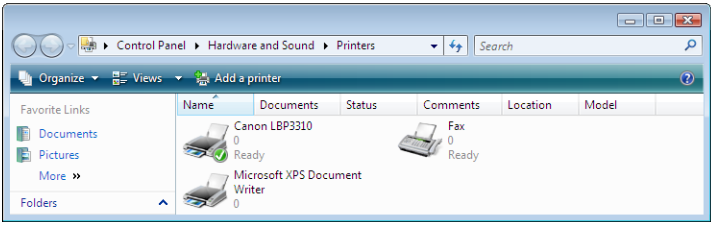
The installation of the printer driver is completed.
You can take the CD-ROM out of the CD-ROM drive after the installation is completed.

After Completing Installation

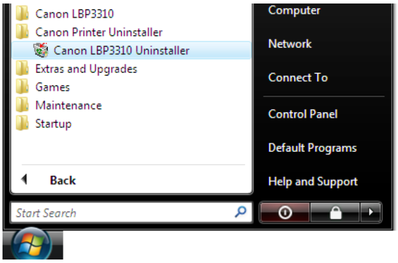
When the installation of the printer driver is completed, an icon and folder for this printer will be created.

For Windows Vista

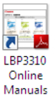
- The icon for the printer is displayed in the [Printers] folder.

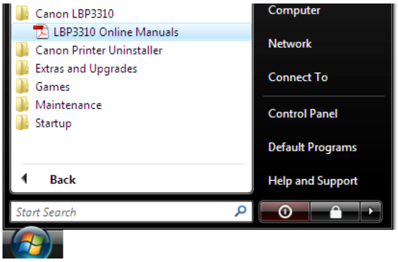


- [Canon Printer Uninstaller] is added to [All Programs] under the [Start] menu.



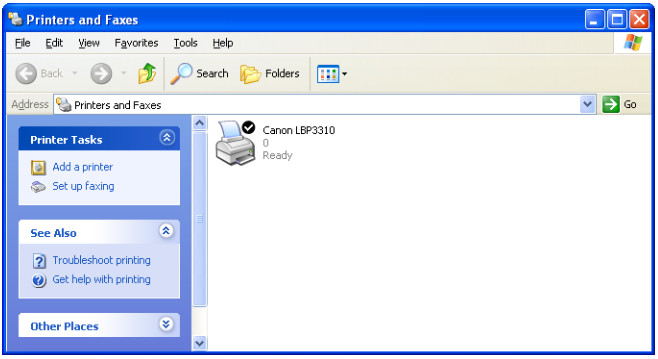
- If the manuals are installed, [LBP3310 Online Manuals] is created on the desktop, and [LBP3310 Online Manuals] under [Canon LBP3310] is added to [All Programs] under the [Start] menu.



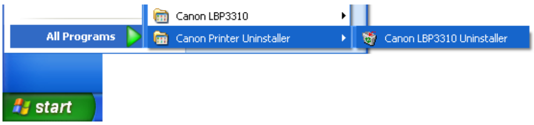


For Windows XP/Server 2003

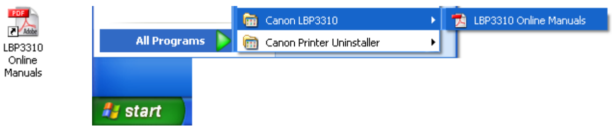
- The icon for this printer is displayed in the [Printers and Faxes] folder.



- [Canon Printer Uninstaller] is added to [All Programs] under the [Start] menu.

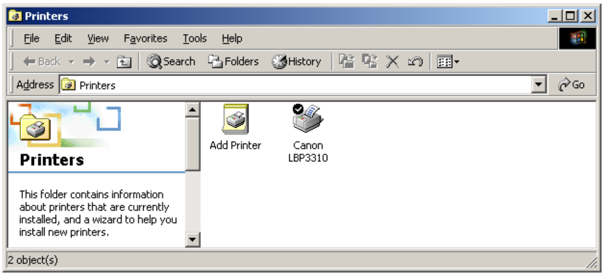


- If the manuals are installed, [LBP3310 Online Manuals] is created on the desktop, and [LBP3310 Online Manuals] under [Canon LBP3310] is added to [All Programs] under the [Start] menu.

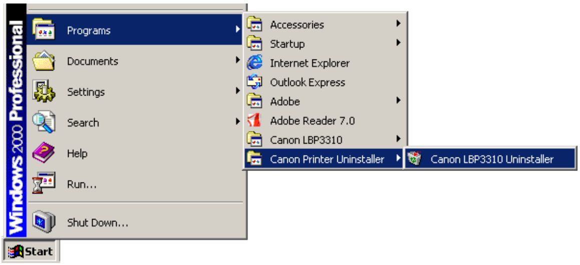


For Windows 2000

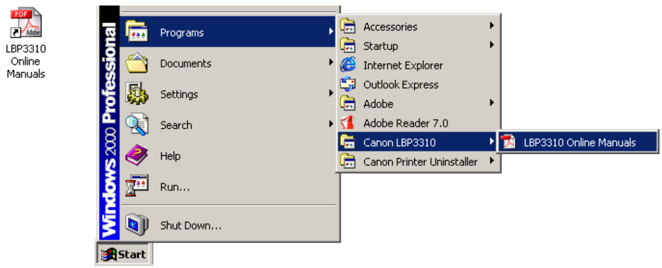
- The icon for the printer is displayed in the [Printers] folder.



- [Canon Printer Uninstaller] is added to [Programs] under the [Start] menu.



- If the manuals are installed, [LBP3310 Online Manuals] is created on the desktop, and [LBP3310 Online Manuals] under [Canon LBP3310] is added to [Programs] under the [Start] menu.



Checking the Operations by Configuration Page Print

After installing the printer driver, be sure to perform Configuration Page Print to check the operations using the following procedure.

Configuration Page Print shows the status of the optional accessories and various settings.

NOTE

- Configuration Page Print is designed to be printed on A4 size paper. Load A4 size paper.
- The screenshots used in this section are from Windows XP Professional.

1 **Display the [Printers and Faxes] folder or the [Printers] folder.**

Windows 2000

From the [Start] menu, select [Settings] ➞ [Printers].

Windows XP Professional Windows Server 2003

From the [Start] menu, select [Printers and Faxes].

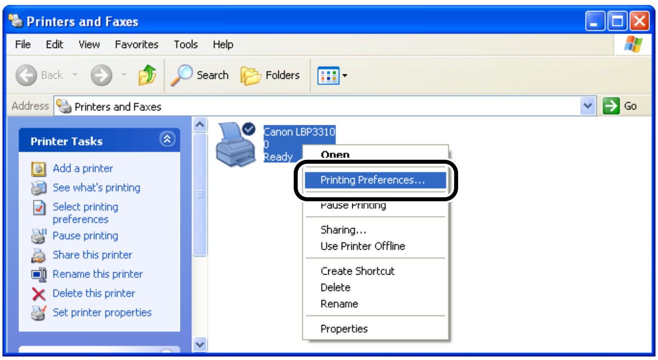
Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] ➞ [Printers and Faxes].

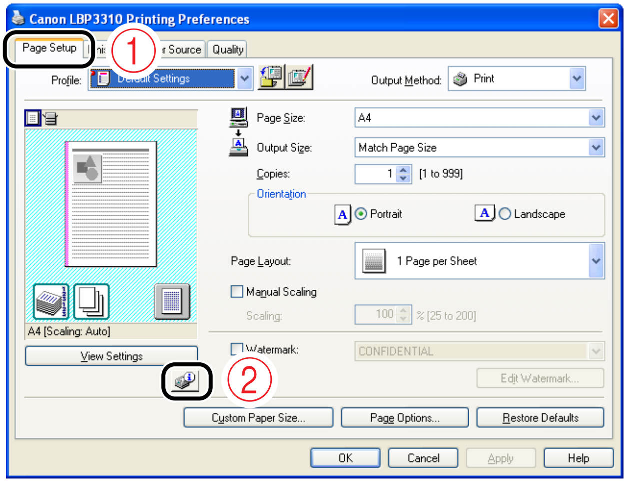
Windows Vista

From the [Start] menu, select [Control Panel], and then click [Printer].

2 **Right-click the icon for this printer, then select [Printing Preferences] from the pop-up menu.**

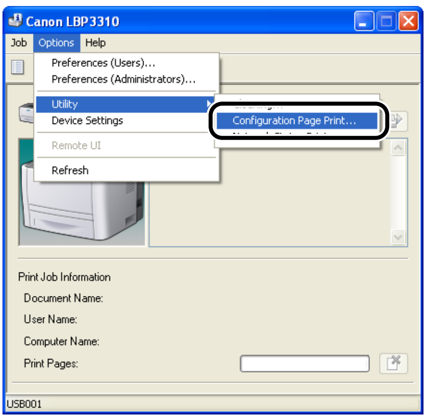


3 Display the [Page Setup] sheet ①, then click [ ] (Display Printer Status Window) ②.

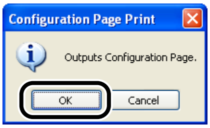


NOTE
For details on the Printer Status Window, see "Printer Status Window," on p. 5-34.

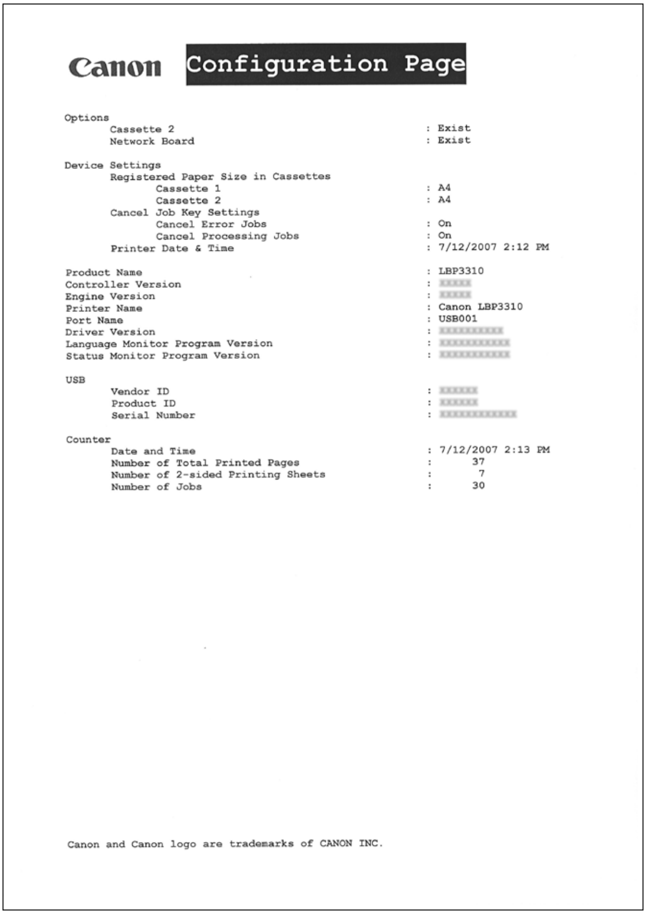
4 From the [Options] menu, select [Utility] → [Configuration Page Print].



5 Click [OK].



Configuration Page Print is printed.



Canon **Configuration Page**

Options	
Cassette 2	: Exist
Network Board	: Exist
Device Settings	
Registered Paper Size in Cassettes	
Cassette 1	: A4
Cassette 2	: A4
Cancel Job Key Settings	
Cancel Error Jobs	: On
Cancel Processing Jobs	: On
Printer Date & Time	: 7/12/2007 2:12 PM
Product Name	: LBP3310
Controller Version	: [illegible]
Engine Version	: [illegible]
Printer Name	: Canon LBP3310
Port Name	: USB001
Driver Version	: [illegible]
Language Monitor Program Version	: [illegible]
Status Monitor Program Version	: [illegible]
USB	
Vendor ID	: [illegible]
Product ID	: [illegible]
Serial Number	: [illegible]
Counter	
Date and Time	: 7/12/2007 2:13 PM
Number of Total Printed Pages	: 37
Number of 2-sided Printing Sheets	: 7
Number of Jobs	: 30

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IMPORTANT

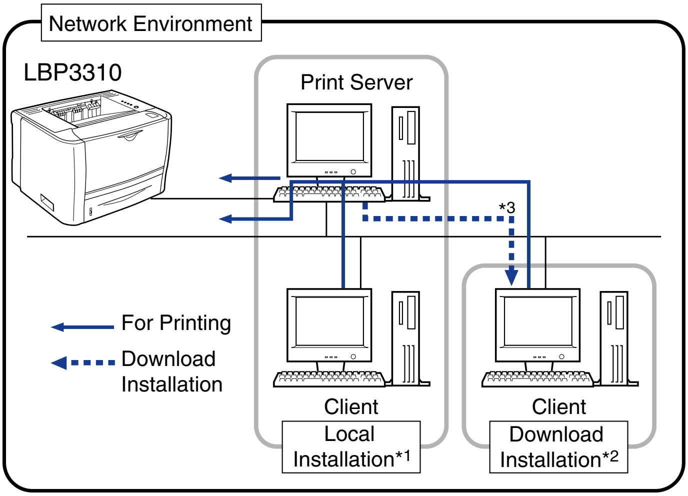
This is a sample of Configuration Page Print. The contents may differ from the Configuration Page Print printed by your printer.

NOTE

If Configuration Page Print is not printed properly, see "Chapter 8 Troubleshooting".

Printing from a Network Computer by Sharing the Printer on a Network

When you share this printer on a network, you can use it as a network printer, which enables printing from other computers that are not directly connected to this printer.
If this printer is going to be used by multiple computers on a network, perform the following configuration. In this manual, the computer directly connected to the printer is called "print server", and the other computers which use the printer via the network are called "clients".



*1 The term "Local Installation" indicates installing the printer driver using the supplied CD-ROM.

*2 The term "Download Installation" indicates downloading the printer driver from the print server to client computers and installing it without using the supplied CD-ROM.

*3 If your print server is Windows 2000/XP/Server 2003/Vista (32-bit), you cannot download and install the printer driver on 64-bit Windows Vista.

When using a print server, perform any one of the following tasks.

For the print server
1. Install the printer driver. - If the printer and print server are connected by a USB cable (See p. 4-4) - If the printer and print server are connected by a LAN cable (See Network Guide) **2. Configure the print server. (See p. 4-36)**

For client computers
Install the printer driver. (See p. 4-46)

Print Server Settings

NOTE

The screenshots used in this section are from Windows XP Professional.

Preparing the Printer Sharing Settings

1 Perform the following procedure.

Windows 2000

From the [Start] menu, select [Settings] ➞ [Network and Dial-up Connections].

Windows XP

From the [Start] menu, select [Control Panel], and then click [Network and Internet Connections] ➞ [Network Connections].

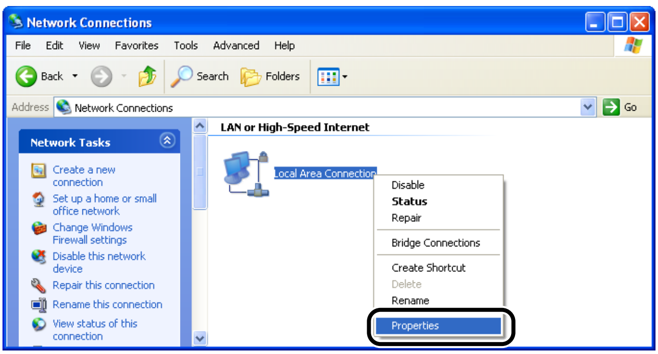
Windows Server 2003

From the [Start] menu, select [Control Panel] ➞ [Network Connections] ➞ [Local Area Connection], click [Properties], and then proceed to Step 3.

Windows Vista

From the [Start] menu, select [Control Panel], and then click [View network status and tasks] ➞ [Manage network connections].

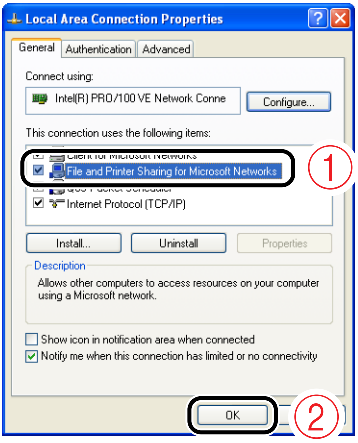
2 Right-click the [Local Area Connection] icon, then select [Properties] from the pop-up menu.



NOTE

If you are using Windows Vista and the [User Account Control] dialog box appears, click [Continue].

3 Make sure that [File and Printers Sharing for Microsoft Networks] is selected ①, then click [OK] ②.



Printer Sharing Settings

Printer sharing settings vary depending on your operating system. See the following setting procedure according to your operating system.

- For Windows 2000/XP/Server 2003/Vista (32-bit) (See p. 4-38)
- For Windows Vista (64-bit) (See p. 4-42)

NOTE

If you are not sure whether you are using 32-bit Windows Vista or 64-bit Windows Vista, see "Checking the Processor Version of Windows Vista," on p. 10-8.

■ For Windows 2000/XP/Server 2003/Vista (32-bit)

NOTE

For Windows XP, the printer cannot be shared on a network at the default settings (the settings immediately after the installation).
Printer sharing settings require running [Network Setup Wizard] to enable the sharing settings.
For more details, see Windows Help.

1 Display the [Printers and Faxes] folder or the [Printers] folder.

Windows 2000

From the [Start] menu, select [Settings] → [Printers].

Windows XP Professional | Windows Server 2003

From the [Start] menu, select [Printers and Faxes].

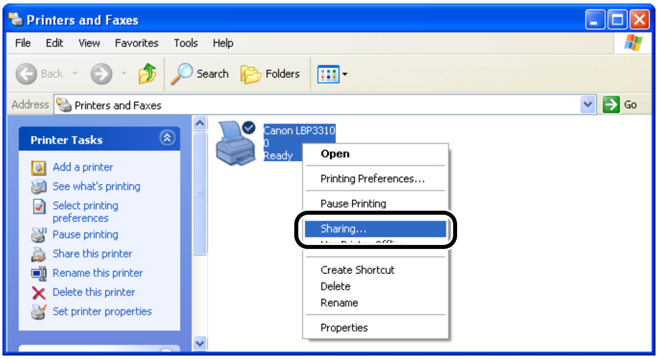
Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] → [Printers and Faxes].

Windows Vista

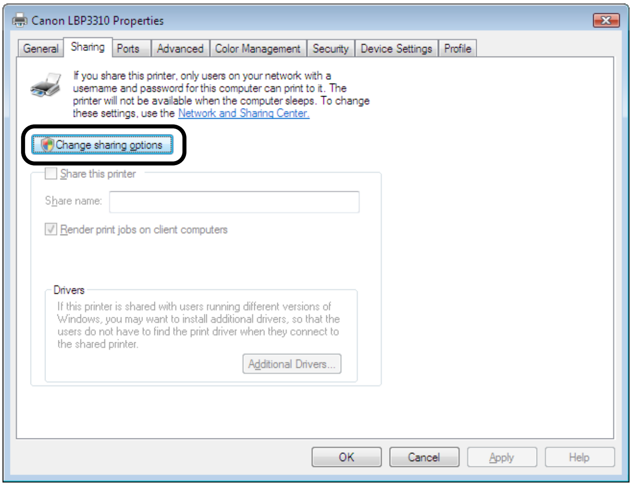
From the [Start] menu, select [Control Panel], and then click [Printer].

2 Right-click the icon for this printer, then select [Sharing] from the pop-up menu.



NOTE

If you are using Windows Vista and [Change sharing options] appears, click [Change sharing options].



If the [User Account Control] dialog box appears, click [Continue].

3 Perform the following procedure.

Windows 2000

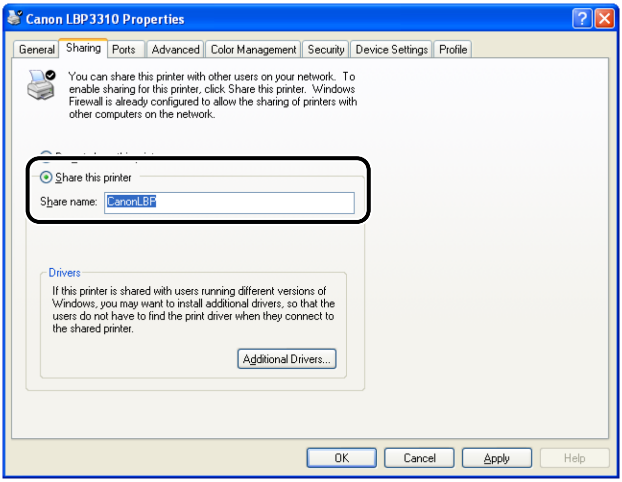
Select [Shared as]. Change the share name as needed.

Windows XP Professional **Windows Server 2003**

Select [Share this printer]. Change the share name as needed.

Windows Vista

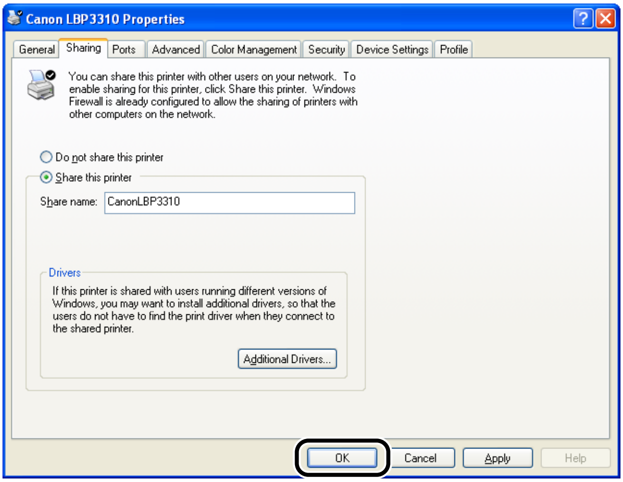
Select the [Share this printer] check box. Change the share name as needed.



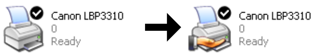
NOTE

- You can also specify the sharing settings during the local installation.
- Do not enter blank or special characters for the share name.

4 Click [OK].



The printer icon changes to the shared printer icon.



IMPORTANT

To clear the printer sharing settings, use the following procedures.

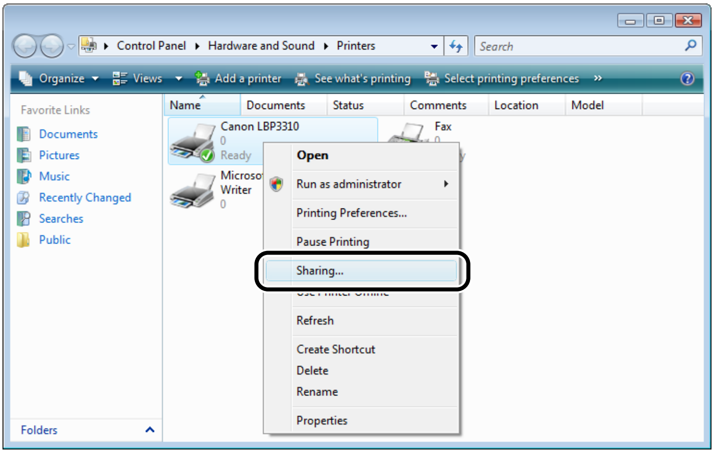
- For an operating system other than Windows Vista: Select [Do not share this printer] ([Not shared] for Windows 2000) in the [Sharing] sheet.
- For Windows Vista: Clear the [Share this printer] check box in the [Sharing] sheet. (If [Change sharing options] appears, click [Change sharing options] to display the [User Account Control] dialog box, and then click [Continue].)

■ For Windows Vista (64-bit)

1 Display the [Printers] folder.

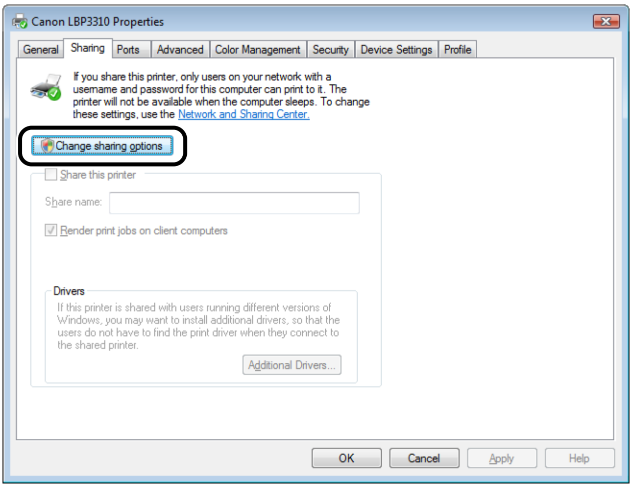
From the [Start] menu, select [Control Panel], and then click [Printer].

2 Right-click the icon for this printer, then select [Sharing] from the pop-up menu.



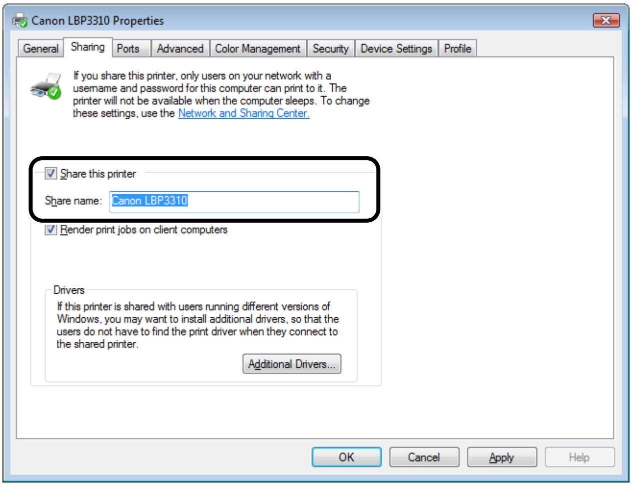
NOTE

If [Change sharing options] appears, click [Change sharing options].



If the [User Account Control] dialog box appears, click [Continue].

3 Select the [Share this printer] check box. Change the share name as needed.



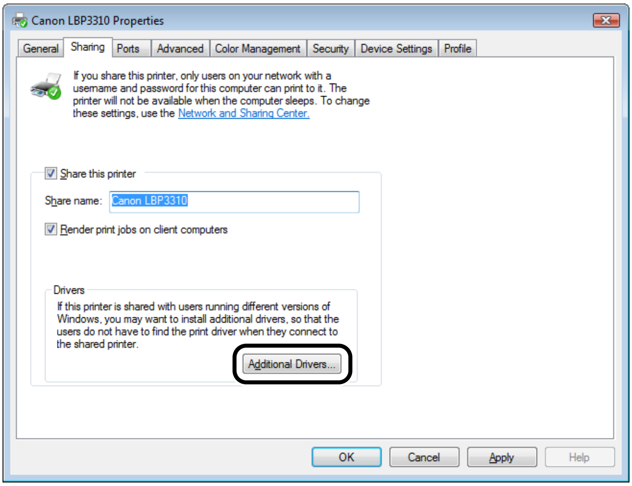
NOTE

- You can also specify the sharing settings during the local installation.
- Do not enter blank or special characters for the share name.

4 Perform the following procedure.

● If any clients are using Windows 2000/XP/Server 2003/Vista (32-bit)

Click [Additional Drivers].



NOTE

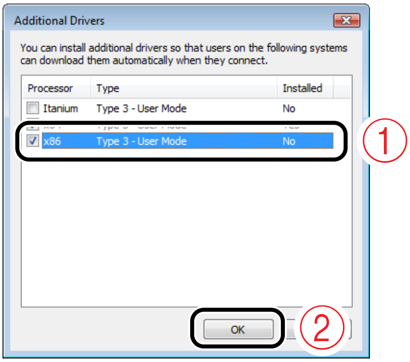
If you want to update the additional driver (alternate driver), perform the following procedure.

1. Uninstall the printer driver used in the print server. (See p. 4-67)
2. Install the new printer driver on the print server. (See p. 4-4)
3. Install the additional driver again.

● If no client is using Windows 2000/XP/Server 2003/Vista (32-bit)

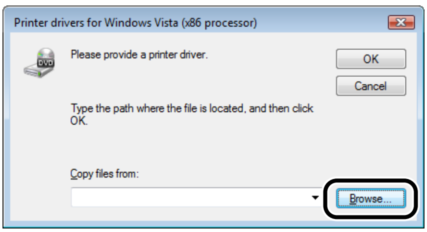
Proceed to Step 10.

5 Select the [x86] check box ①, then click [OK] ②.



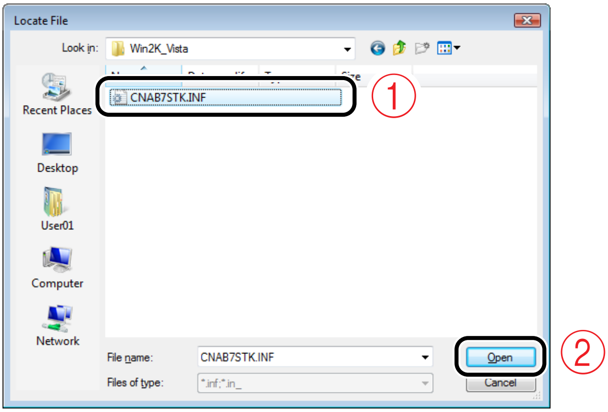
6 Insert the supplied "LBP3310 User Software" CD-ROM into the CD-ROM drive, and then click [Browse].

If CD-ROM Setup appears, click [Exit].

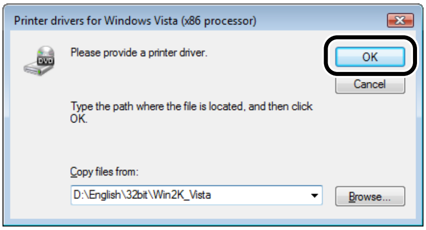


7 Open the folder in the supplied CD-ROM: [English] - [32bit] - [Win2K_Vista].

8 Select [CNAB7STK.INF] ①, then click [Open] ②.



9 Click [OK].

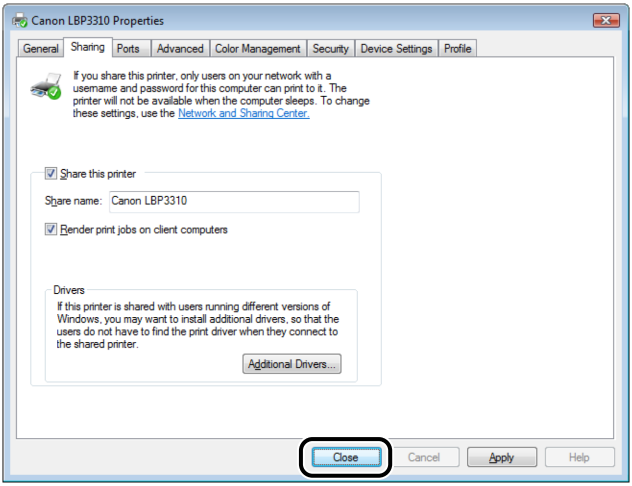


Copying files is started.
You can take the CD-ROM out of the CD-ROM drive after copying files is completed.

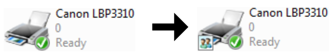
NOTE

If the [Windows Security] dialog box appears, click [Install this driver software anyway].

10 Click [Close] or [OK].



The printer icon changes to the shared printer icon.



IMPORTANT

To clear the printer sharing settings, clear the [Share this printer] check box in the [Sharing] sheet. (If [Change sharing options] appears, click [Change sharing options] to display the [User Account Control] dialog box, and then click [Continue].)

Installation on Clients

There are two ways to install the printer driver on client computers: local installation and download installation.

■ Local Installation (See p. 4-47)

You install the printer driver using the supplied CD-ROM.

■ Download Installation

You install the printer driver without using the supplied CD-ROM, but by downloading the printer driver from the print server. There are the following two ways to download and install the printer driver.

- Installing from the [Printers and Faxes] Folder or the [Printers] Folder (See p. 4-53)
- Installing from [Windows Explorer] (See p. 4-66)

NOTE

- If your print server is Windows 2000/XP/Server 2003/Vista (32-bit), you cannot download and install the printer driver on 64-bit Windows Vista.
- The screenshots used in this section are from Windows XP Professional.

Installing the Printer Driver from CD-ROM Setup

1 **Turn the computer on and start up Windows.**

2 **Log on as a user with administrator rights.**

IMPORTANT

If you are not sure about the permissions, ask your computer administrator.

3 **Insert the supplied "LBP3310 User Software" CD-ROM into the CD-ROM drive.**

If the CD-ROM is already in the drive, eject the disk and re-insert it into the drive.

IMPORTANT

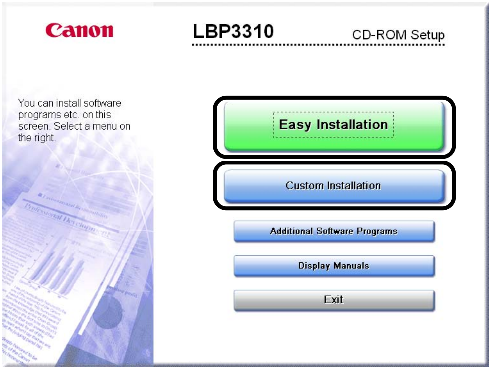
- If you are using Windows Vista and the [AutoPlay] dialog box appears, click [Run AUTORUN.EXE].
- If CD-ROM Setup does not appear, display it using the following procedures. (The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer you are using.)
  - If you are using an operating system other than Windows Vista, select [Run] from the [Start] menu, enter "D:\English\MInst.exe", and then click [OK].
  - If you are using Windows Vista, enter "D:\English\MInst.exe" in [Start Search] under the [Start] menu, and then press the [ENTER] key on your keyboard.

NOTE

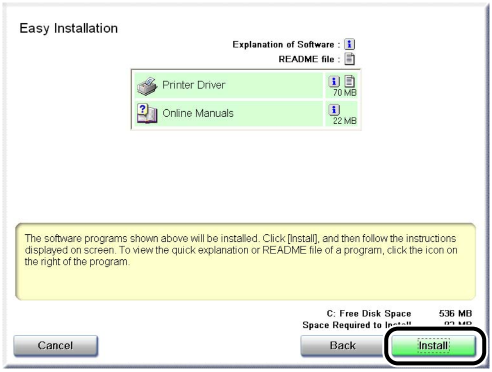
If you are using Windows Vista and the [User Account Control] dialog box appears, click [Allow].

4 Click [Easy Installation] or [Custom Installation].

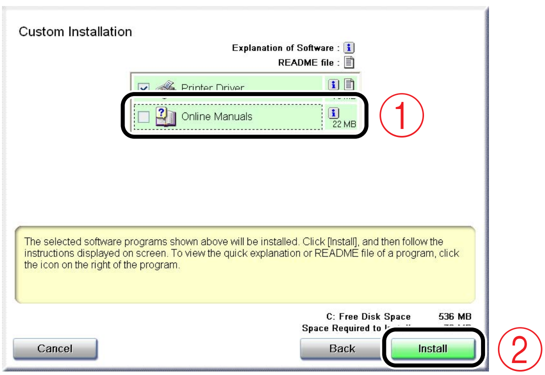
- If you want to install the printer driver and the manuals: [Easy Installation]
- If you want to install only the printer driver: [Custom Installation]



5 Click [Install].



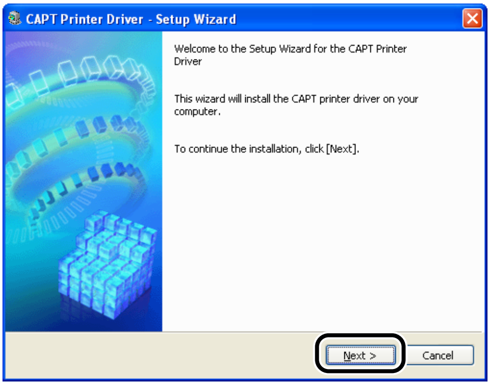
If you selected [Custom Installation] in Step 4, clear the [Online Manuals] check box ①, and then click [Install] ②.



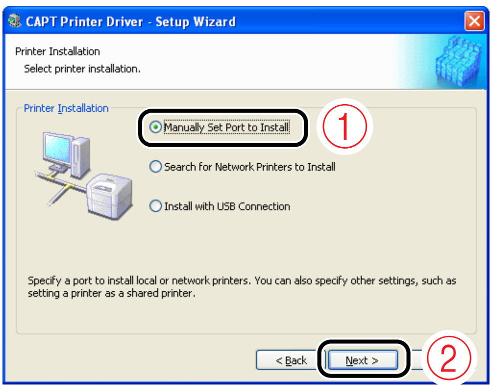
6 Confirm the contents, then click [Yes].



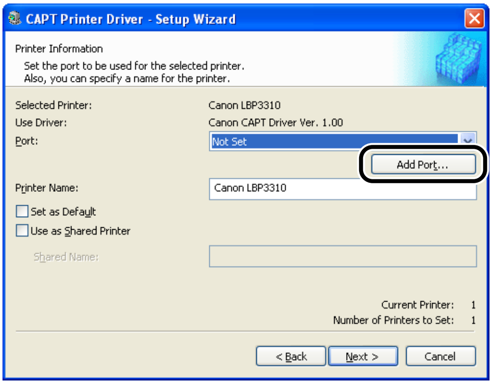
7 Click [Next].



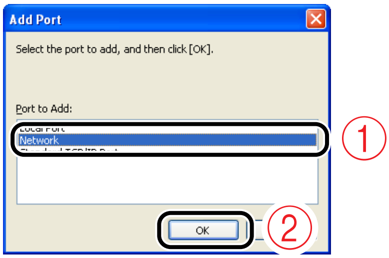
8 Select [Manually Set Port to Install] ①, then click [Next] ②.



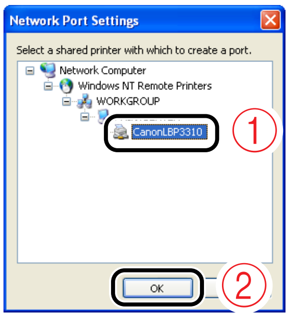
9 Click [Add Port].



10 Select [Network] ①, then click [OK] ②.



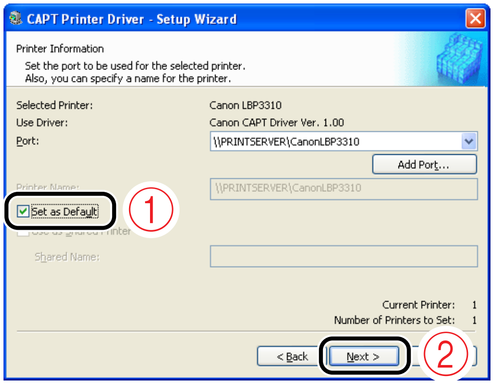
11 Select the icon for the shared printer in the print server ①, then click [OK] ②.



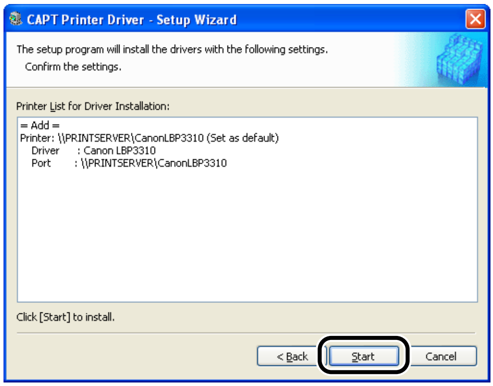
4

Setting Up the Printing Environment

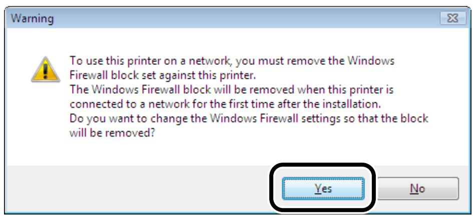
12 Select whether or not to use this printer as the default printer ①, then click [Next] ②.



13 Click [Start].

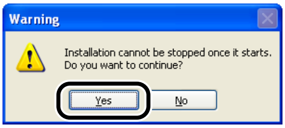


If you are using Windows Vista, the following screen appears. Click [Yes].



Select [No] only if you do not use a LAN cable to connect the printer to a computer on which the printer driver is being installed.

14 Click [Yes].



Installation of the printer driver starts.

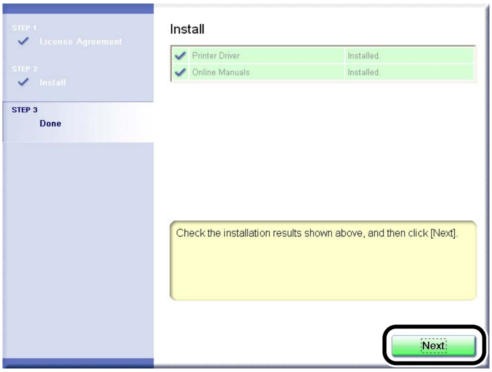
If you are using Windows Vista, the [Printers] dialog box appears. Click [Install driver].

If [Easy Installation] was selected in Step 4, the manuals are also installed at a time.

NOTE

Depending on the system environment, the installation may take a long time.

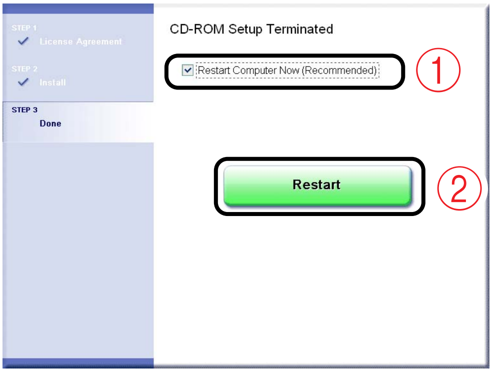
15 Confirm the installation results, then click [Next].



NOTE

If the printer driver is not installed properly, see "Installation Problems," on p. 8-37.

16 Select the [Restart Computer Now (Recommended)] check box ①, then click [Restart] ②.



Windows restarts.

The installation of the printer driver is completed.
You can take the CD-ROM out of the CD-ROM drive after the installation is completed.

Installing from the [Printers and Faxes] Folder or the [Printers] Folder

The procedure for installing the printer driver from the [Printers and Faxes] folder or the [Printers] folder varies depending on your operating system. See the following according to your operating system.

- For Windows Vista (See p. 4-53)
- For Windows XP/Server 2003 (See p. 4-59)
- For Windows 2000 (See p. 4-62)

■ *For Windows Vista*

1 Turn the computer on and start up Windows Vista.

2 Log on to Windows Vista.

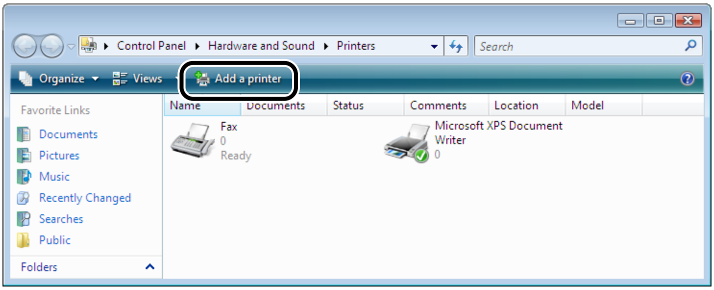
NOTE

A user without administrator rights can also install the printer driver.
If you log on as a user without administrator rights, however, you need the password for a user with administrator rights during the installation.

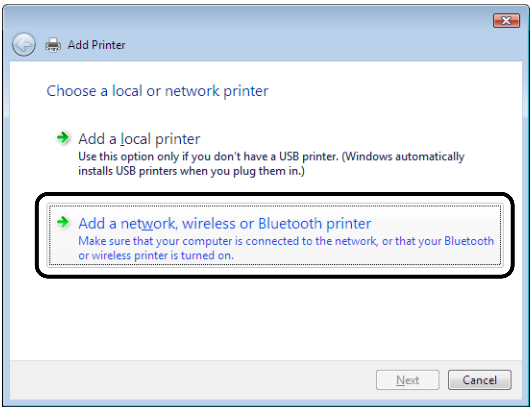
3 Display the [Printers] folder.

From the [Start] menu, select [Control Panel], and then click [Printer].

4 Click [Add a printer].

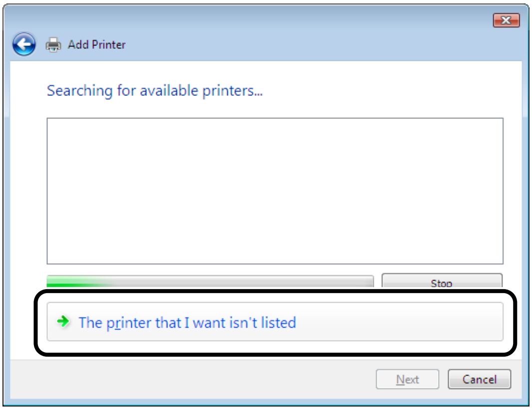


5 Click [Add a network, wireless or Bluetooth printer].

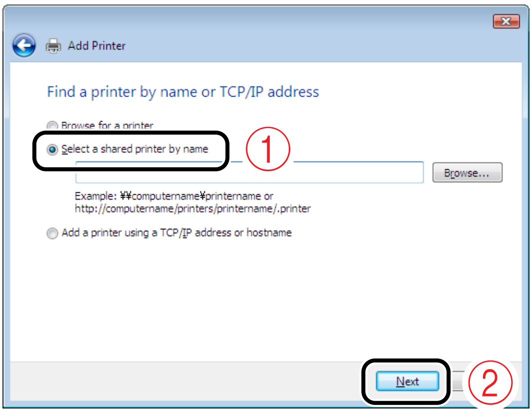


Searching for the printer on the network starts automatically.

6 Click [The printer that I want isn't listed].



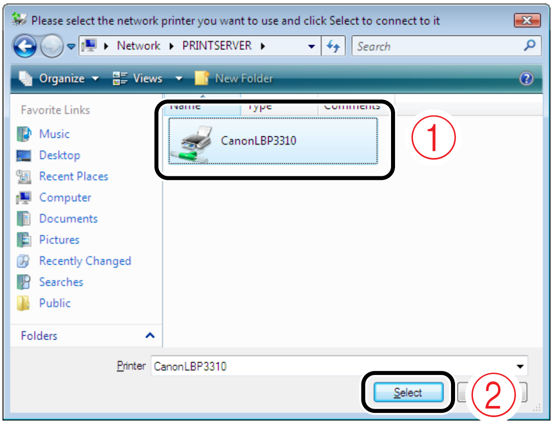
7 Select [Select a shared printer by name] ①, then click [Next] ②.



4

Setting Up the Printing Environment

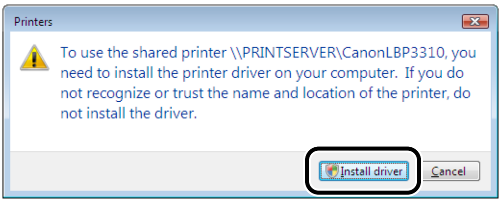
8 Select the printer on the print server ①, then click [Select] ②.



NOTE

When specifying the path to the network using "\" directly, specify it as "\\the print sever name (the computer name of the print server)\the printer name".

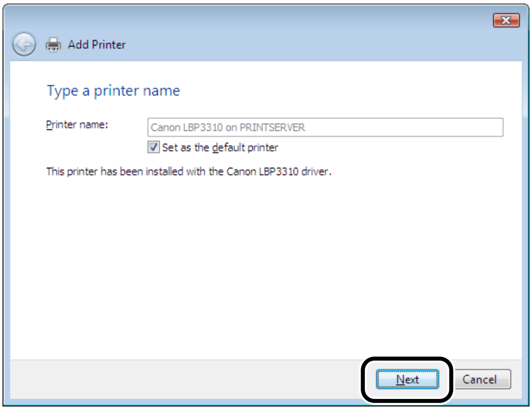
9 Click [Install driver].



NOTE

If the [User Account Control] dialog box appears, click [Continue].

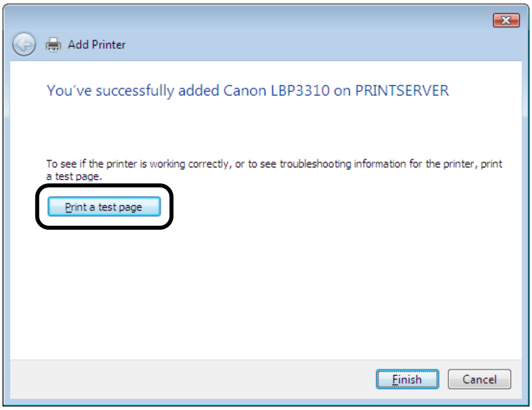
10 Click [Next].



NOTE

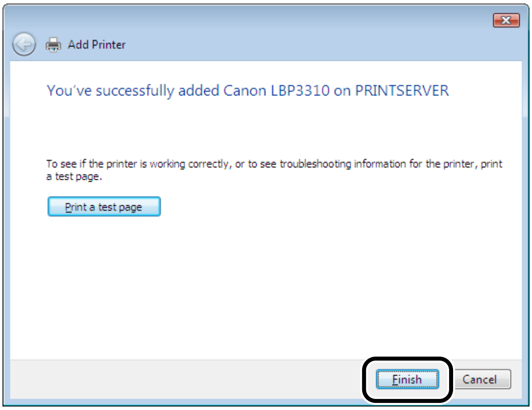
If another printer driver has already been installed in the computer, [Set as the default printer] appears. If you want to specify the printer as the default printer, select the [Set as the default printer] check box.

11 If you want to print a test page, click [Print a test page].



A confirmation dialog box appears. Click [Close] to close the dialog box.

12 Click [Finish].



The installation of the printer driver is completed.

■ For Windows XP/Server 2003

1 **Turn the computer on and start up Windows XP/Server 2003.**

2 **Log on to Windows XP/Server 2003.**

NOTE

A user without administrator rights can also install the printer driver.

3 **Display the [Printers and Faxes] folder.**

Windows XP Professional | Windows Server 2003

From the [Start] menu, select [Printers and Faxes].

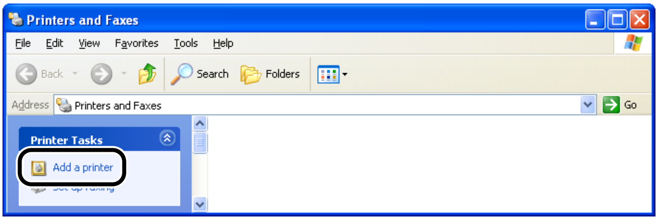
Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] ➞ [Printers and Faxes].

4 **Display [Add Printer Wizard].**

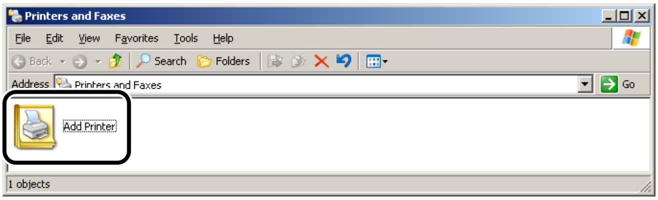
Windows XP

Click [Add a printer].



Windows Server 2003

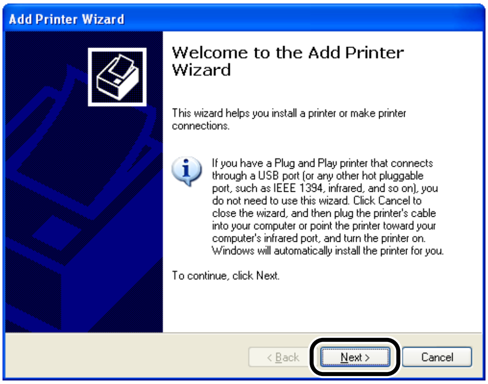
Double-click [Add Printer].



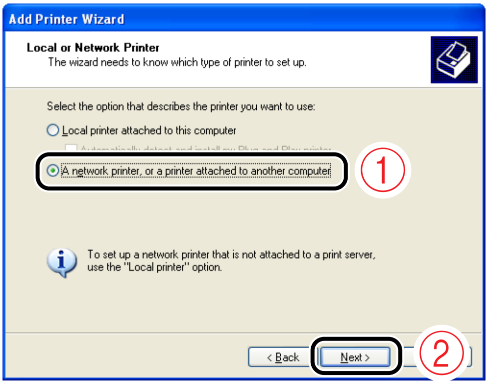
4

Setting Up the Printing Environment

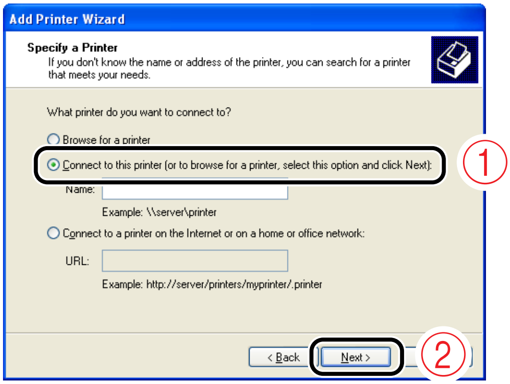
5 Click [Next].



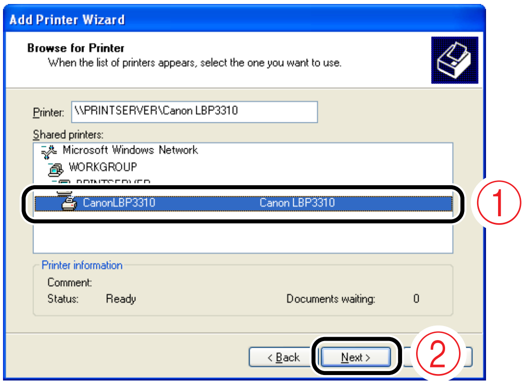
6 Select [A network printer, or a printer attached to another computer] ①, then click [Next] ②.



7 Select [Connect to this printer (or to browse for a printer, select this option and click Next)] ①, then click [Next] ②.



8 Select the printer on the print server ①, then click [Next] ②.



NOTE

- If the [Connect to Printer] dialog box appears, follow the directions in the message.
- When specifying the path to the network using "\" directly, specify it as "\\the print sever name (the computer name of the print server)\the printer name".

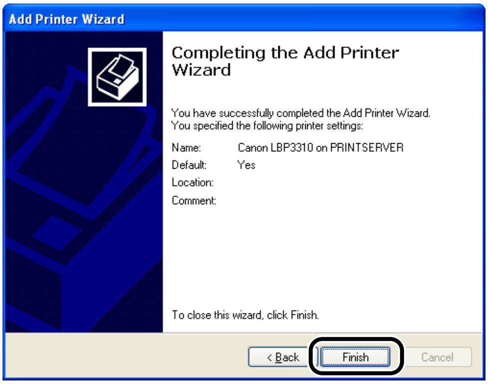
4

Setting Up the Printing Environment

9 If the following screen appears, select whether or not to use this printer as the default printer ①, and then click [Next] ②.



10 Click [Finish].



The installation of the printer driver is completed.

■ *For Windows 2000*

1 Turn the computer on and start up Windows 2000.

2 Log on to Windows 2000.

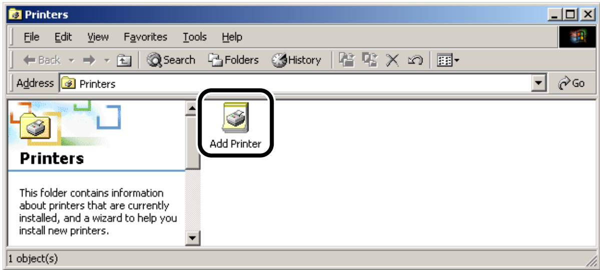
NOTE

A user without administrator rights can also install the printer driver.

3 Display the [Printers] folder.

From the [Start] menu, select [Settings] ➞ [Printers].

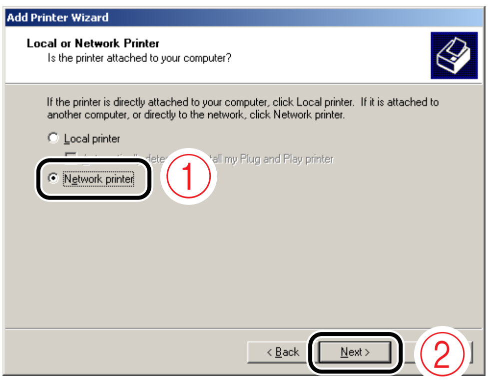
4 Double-click [Add Printer].



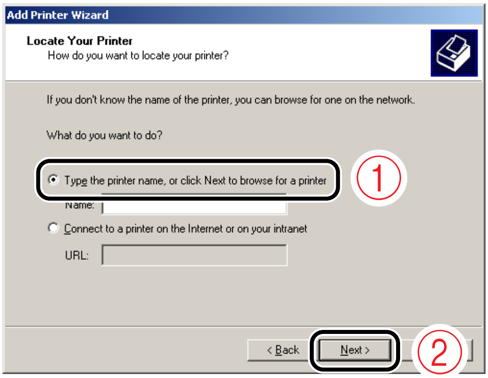
5 Click [Next].



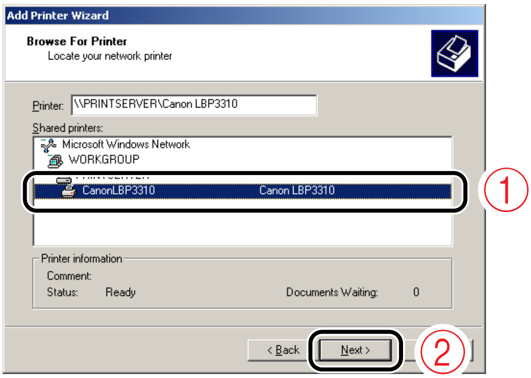
6 Select [Network printer] ①, then click [Next] ②.



7 Select [Type the printer name, or click Next to browse for a printer] ①, then click [Next] ②.



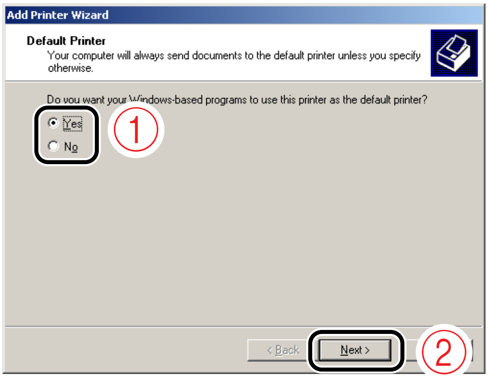
8 Select the printer on the print server ①, then click [Next] ②.



NOTE

When specifying the path to the network using "\" directly, specify it as "\\the print sever name (the computer name of the print server)\the printer name".

9 Select whether or not to use this printer as the default printer ①, then click [Next] ②.



10 Click [Finish].



The installation of the printer driver is completed.

Installing from [Windows Explorer]

1 **Turn the computer on and start up Windows.**

2 **Log on to Windows.**

NOTE

A user without administrator rights can also install the printer driver.
If you log on to Windows Vista as a user without administrator rights, however, you need the password for a user with administrator rights during the installation.

3 **Display [Windows Explorer].**

Windows 2000

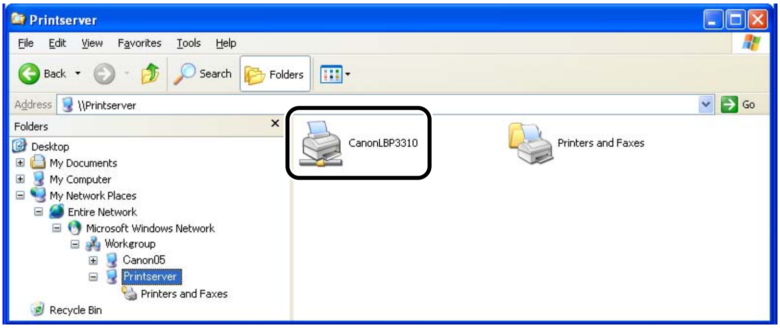
From the [Start] menu, select [Programs] → [Accessories] → [Windows Explorer].

Windows XP Windows Server 2003 Windows Vista

From the [Start] menu, select [All Programs] → [Accessories] → [Windows Explorer].

4 **Select the print server from [My Network Places] (from [Network] for Windows Vista), then double-click the icon for this printer.**

Alternatively, you can drag and drop the icon for the printer into the [Printers and Faxes] folder or [Printers] folder.



5 **Follow the instructions on the screen.**

The installation of the printer driver is completed.

Uninstalling the Printer Driver

The process of removing the printer driver to restore the computer to the same state as before the printer driver was installed is referred to as uninstallation. The printer driver can be uninstalled using the following procedure.

IMPORTANT

- A user without administrator rights cannot uninstall the printer driver. Be sure to log on as a user with administrator rights before the uninstallation.
  If you are not sure about the permissions, ask your computer administrator.
- If you are using Windows 2000/XP/Server 2003/Vista (32-bit), uninstalling the printer driver also uninstalls the installed manuals.
  If you are using 64-bit Windows Vista, the installed manuals are not uninstalled by uninstalling the printer driver. For details on uninstalling the manuals, see "Uninstalling the Manuals," on p. 5-32.
  * If you are not sure whether you are using 32-bit Windows Vista or 64-bit Windows Vista, see "Checking the Processor Version of Windows Vista," on p. 10-8.

1 Close all of the files and programs listed below.

- Help files
- Printer Status Window
- Control Panel
- Other applications

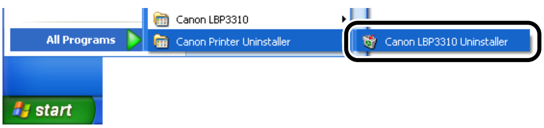
2 Perform the following procedure.

Windows 2000

From the [Start] menu, select [Programs] → [Canon Printer Uninstaller] → [Canon LBP3310 Uninstaller].

Windows XP **Windows Server 2003** **Windows Vista**

From the [Start] menu, select [All Programs] → [Canon Printer Uninstaller] → [Canon LBP3310 Uninstaller].



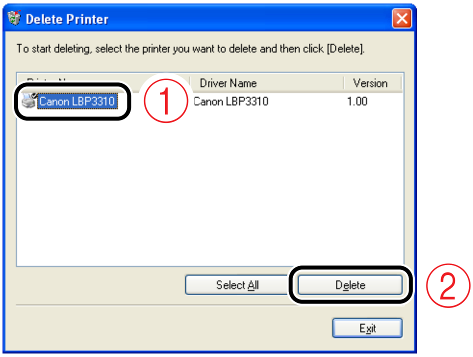
NOTE

If you are using Windows Vista and the [User Account Control] dialog box appears, click [Allow].

3 Perform the following procedure.

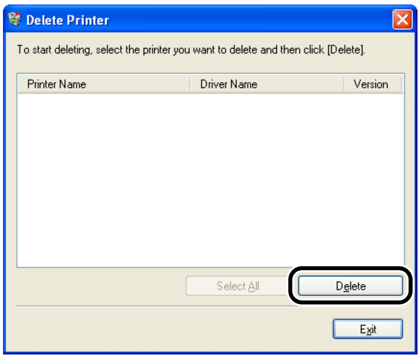
● If this printer is on the list in the [Delete Printer] dialog box

Select the name of this printer ①, then click [Delete] ②.

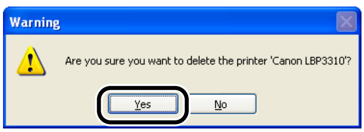


● If this printer is not on the list in the [Delete Printer] dialog box

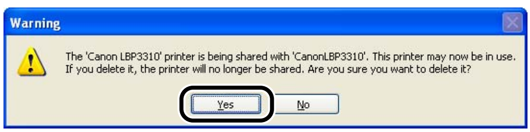
Click [Delete].



4 Click [Yes].

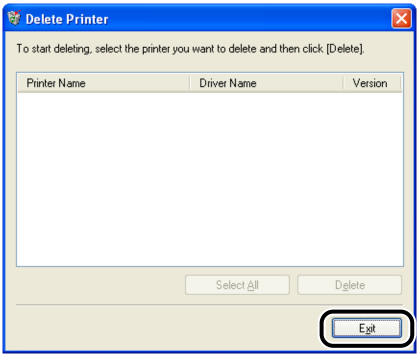


If the printer is used as a shared printer, the following screen appears. Confirm the contents of the message, and then click [Yes] if you want to uninstall the printer driver.



Uninstallation starts. Please wait a moment.

5 Click [Exit].



6 Display the [Printers and Faxes] folder or the [Printers] folder.

Windows 2000

From the [Start] menu, select [Settings] ➞ [Printers].

Windows XP Professional **Windows Server 2003**

From the [Start] menu, select [Printers and Faxes].

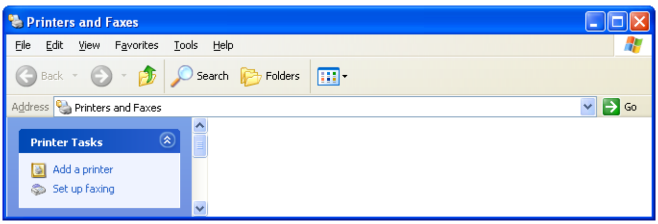
Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] ➞ [Printers and Faxes].

Windows Vista

From the [Start] menu, select [Control Panel], and then click [Printer].

7 Make sure that the icon for this printer is not displayed in the [Printers and Faxes] folder or [Printers] folder.



IMPORTANT

If the icon for this printer is displayed, be sure to delete it. Unless you delete the icon, you cannot install the printer driver again.
To delete the icon for this printer, right-click it, and then select [Delete] from the pop-up menu.

8 Restart Windows.

NOTE

If you could not uninstall the printer driver, see "If Uninstallation Fails," on p. 8-42.

Basic Usage of the Printer

5

CHAPTER

This chapter describes basic usage of the printer.

Printing from an Application

After installing the printer driver, you can now print jobs on the printer.

This section describes the procedure for printing from an application, taking Adobe Reader 7.0 as an example.

NOTE

- For details on the procedures for installing the printer driver, see "Installing the Printer Driver," on p. 4-4.
- The printing procedure may differ depending on the application you are using.

1 **Load paper in the paper cassette or multi-purpose tray.**

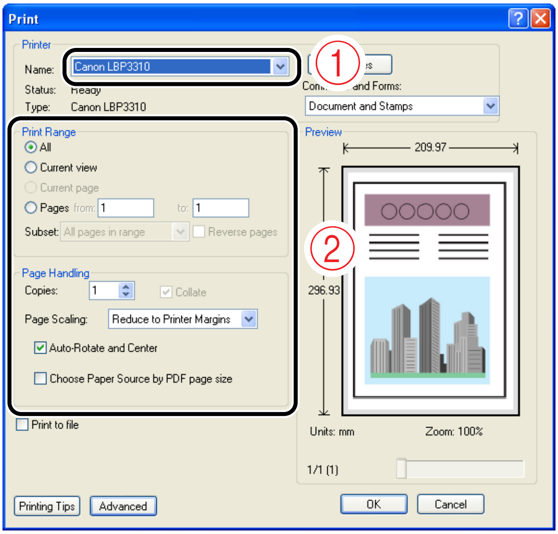
NOTE

For details on the procedure for loading paper, see "Chapter 3 Paper Loading and Output Tray".

2 **Open the PDF file to be printed using Adobe Reader.**

3 **Select [Print] from the [File] menu in the application.**

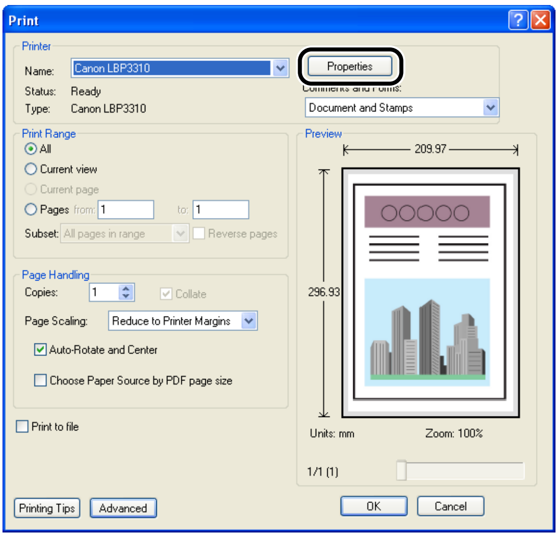
4 Select the name of this printer for [Name] or [Printer Name] ①, and then specify the printing preferences ②.



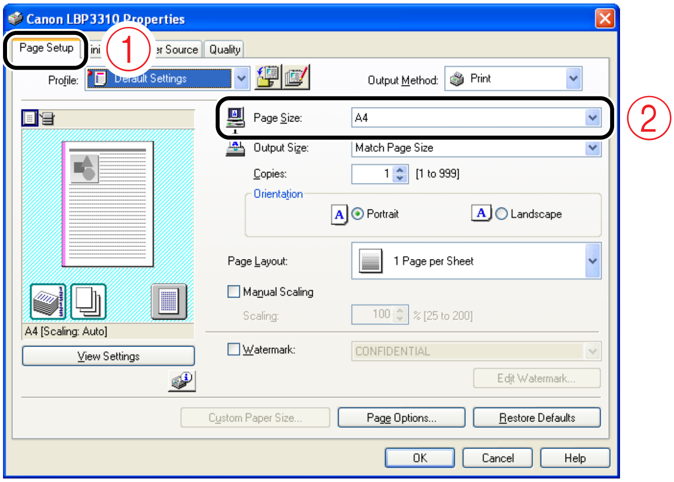
NOTE

The printer name displayed in this dialog box can be changed in the [Printers and Faxes] folder (the [Printers] folder for Windows 2000/Vista).

5 Click [Properties].

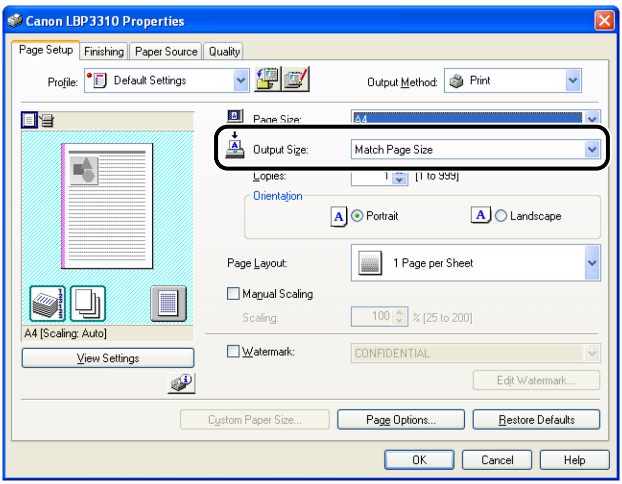


6 Display the [Page Setup] sheet ①, then from [Page Size], select the page size of the document created by an application ②.



7 Select the size of the loaded paper in [Output Size] as needed.

Leave the setting at [Match Page Size] if the page size specified for [Page Size] and the size of the paper loaded in the paper source are the same, because there is no need to change the setting in this case.

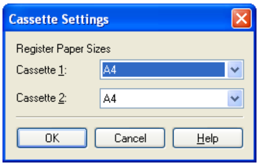


IMPORTANT

The print will be automatically reduced or enlarged to fit on the page when the settings for [Page Size] and [Output Size] are different.

8 Make sure that the settings for [Output Size] and [Register Paper Sizes]* match when printing from the paper cassette.

* The setting located in the [Cassette Settings] dialog box in the Printer Status Window

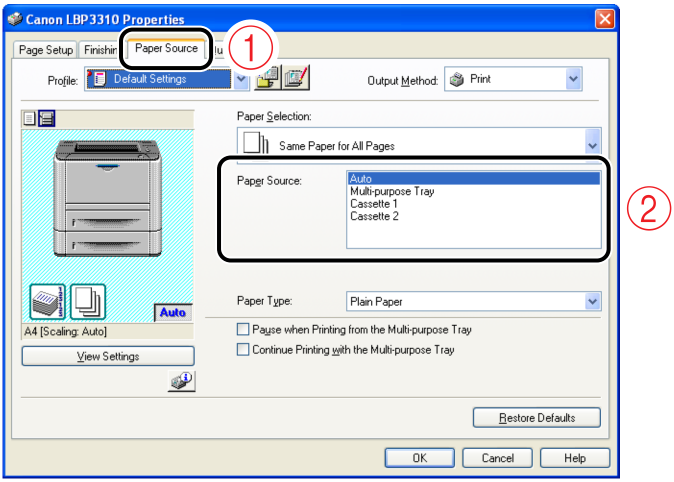


NOTE

Display the [Cassette Settings] dialog box using the following procedure.

1. Click [ ] (Display Printer Status Window) in locations such as in the [Page Setup] sheet.
2. From the [Options] menu, select [Device Settings] ➞ [Cassette Settings].

9 Display the [Paper Source] sheet ①, then select [Paper Source] ②.

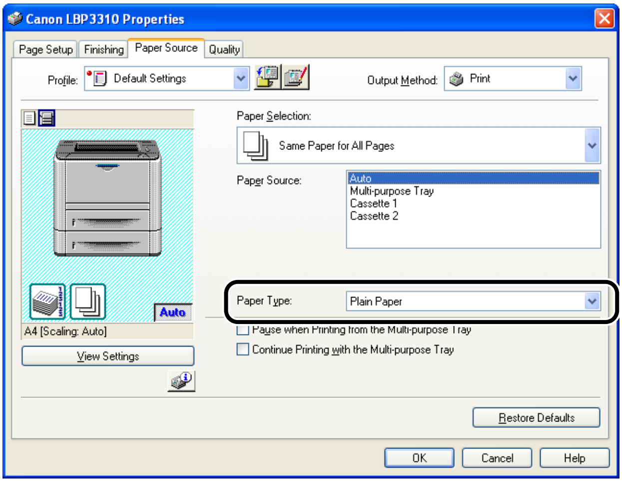


NOTE

If [Paper Selection] is set to a setting other than [Same Paper for All Pages], the setting for [Paper Source] is changed as follows. Specify the same setting as for [Paper Source].

- [First Page]
- [Second Page]
- [Cover Page]
- [Other Pages]
- [Last Page]

10 Select the type of the loaded paper in [Paper Type].



NOTE

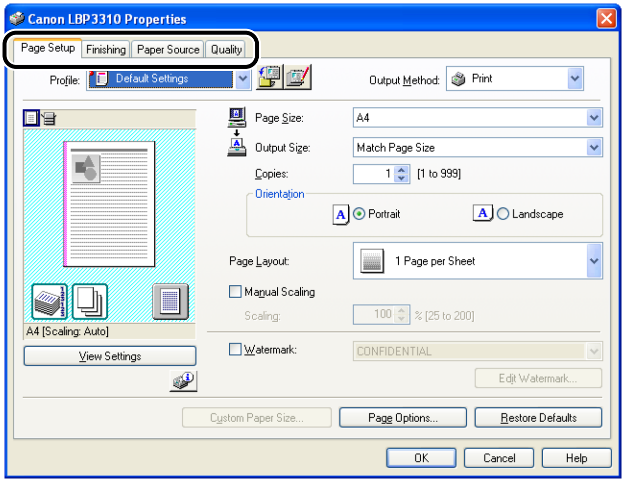
Specify the setting according to the paper type as follows.

Paper Type		Setting for [Paper Type] in the Printer Driver
Plain Paper	60 - 89 g/m^2	[Plain Paper L]*1
		[Plain Paper]
Heavy Paper	90 - 120 g/m^2	[Heavy Paper 1]
	121 - 149 g/m^2	[Heavy Paper 2]
	150 - 163 g/m^2	[Heavy Paper 3]
Transparency		[Transparency]
Label		[Label]
Index Card		*2
Envelope		*2

*1 If paper curls excessively when printed with [Plain Paper] selected, select [Plain Paper L].

*2 When printing Index Card or envelopes, the printer automatically applies the appropriate print mode to each type by specifying [Output Size] in the [Page Setup] sheet.

11 Specify the other printing preferences in the [Page Setup], [Finishing], [Paper Source], and [Quality] sheets as needed.



NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

12 Confirm the settings, then click [OK].

The [Print] dialog box reappears.

NOTE

- It is recommended that you confirm the contents of the [Page Setup] sheet and the [Paper Source] sheet each time you print.
- The settings that are specified here apply only to jobs to be printed from the same application. Exiting the application resets the changed settings to the default settings.
  For details on the procedure for changing the default values for printing preferences, see "Changing the Default Values for Printing Preferences," on p. 5-8.

13 Click [OK].

The printer starts printing.

NOTE

- If you have any problems with printing, see "Chapter 8 Troubleshooting".
- "Chapter 6 Using the Various Printing Functions" describes how to use the various functions of the printer and printer driver. By specifying the settings for the printer and printer driver for each job, you can make the best use of the printer and its functions.

Changing the Default Values for Printing Preferences

The printing preferences that are specified in "Printing from an Application" (See p. 5-2) apply only to jobs to be printed from the same application. Exiting the application resets the changed settings to the default settings.

You can change the default values for printing preferences which apply to all jobs using the following procedure.

1 Display the [Printers and Faxes] folder or the [Printers] folder.

Windows 2000

From the [Start] menu, select [Settings] ➞ [Printers].

Windows XP Professional **Windows Server 2003**

From the [Start] menu, select [Printers and Faxes].

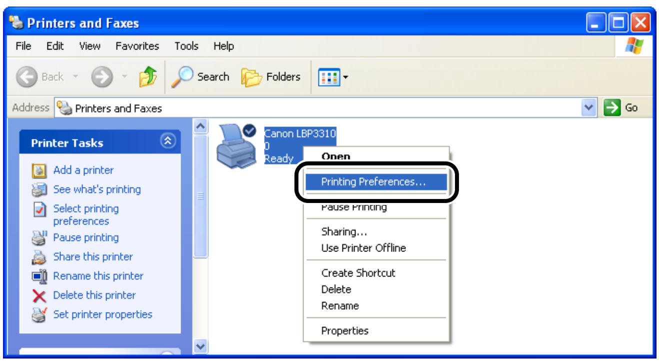
Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] ➞ [Printers and Faxes].

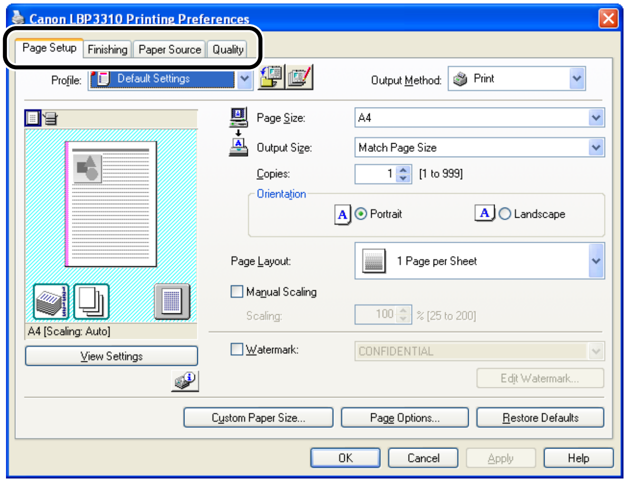
Windows Vista

From the [Start] menu, select [Control Panel], and then click [Printer].

2 Right-click the icon for this printer, then select [Printing Preferences] from the pop-up menu.



3 Specify the default value for printing preferences in the [Page Setup], [Finishing], [Paper Source], and [Quality] sheets.



NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

4 Confirm the settings, then click [OK].

The [Printers and Faxes] folder or the [Printers] folder reappears.

The default values for printing preferences are now changed.

NOTE

"Chapter 6 Using the Various Printing Functions" describes how to use the various functions of the printer and printer driver. By specifying the settings for the printer and printer driver for each job, you can make the best use of the printer and its functions.

2-sided Printing

This printer is equipped with a function that can perform automatic 2-sided printing.

Plain paper and heavy paper (90 - 120 g/m^2) of A4, Legal, and Letter sizes can be used for automatic 2-sided printing.

By using the multi-purpose tray, you can perform manual 2-sided printing (printing the other side of previously printed paper) on paper unavailable for automatic 2-sided printing.

IMPORTANT

- You cannot perform automatic 2-sided printing on heavy paper (121 - 163 g/m^2), transparencies, labels, Index Card, and envelopes.
- During automatic 2-sided printing, do not touch the paper until it is output to the face-down output tray completely. The paper is first output partially after the front side is printed, and then it is fed again to be printed on the reverse side.
- Be sure to close the output selection cover before performing automatic 2-sided printing.

NOTE

In cases such as where the last page for the 2-sided printing is 1-sided printing, specifying the following setting allows you to print faster than normal 2-sided printing.

1. Click [Finishing Details] in the [Finishing] sheet.
2. Click [Advanced Settings] in the [Finishing Details] dialog box.
3. Select the [Print Last Page in 1-sided Mode when 2-sided Printing is Set] check box.
   However, when performing 2-sided printing on punched paper or previously printed paper, the orientation or printing surface of the last page may differ from other pages. In this case, clear the check box.

Automatic 2-sided Printing

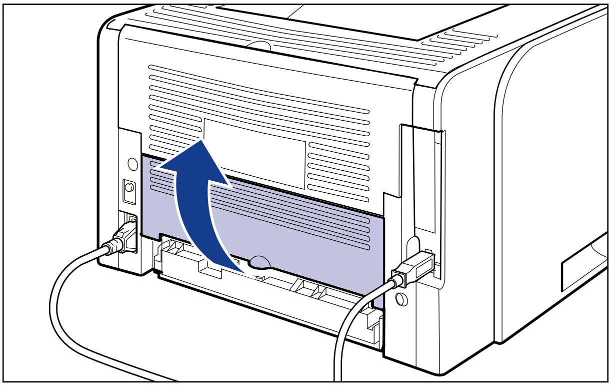
1 Load paper in the multi-purpose tray or paper cassette.

NOTE

On automatic 2-sided printing, the reverse side of the paper is printed first, therefore the paper should be loaded in the opposite orientation to that for 1-sided printing. If printing on such paper with letterheads, in which faces and directional orientations are specified, see "Paper Loading Orientation" (p. 3-49) and load the paper in the proper orientation.

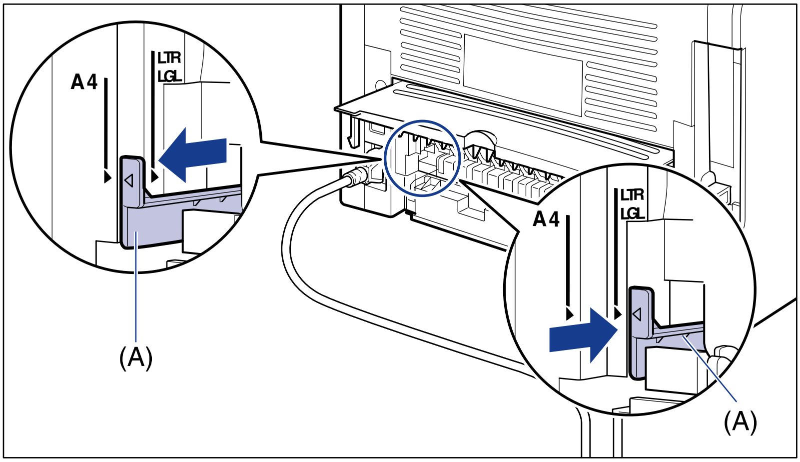
2 Open the duplex unit cover.

Holding the opening at the center of the duplex unit cover, open it gently.



3 Set the blue paper size switch lever (A) to the appropriate position according to the paper size for automatic 2-sided printing.

For A4 size, draw the paper size switch lever toward you.
For Letter or Legal size, push the paper size switch lever into the printer.

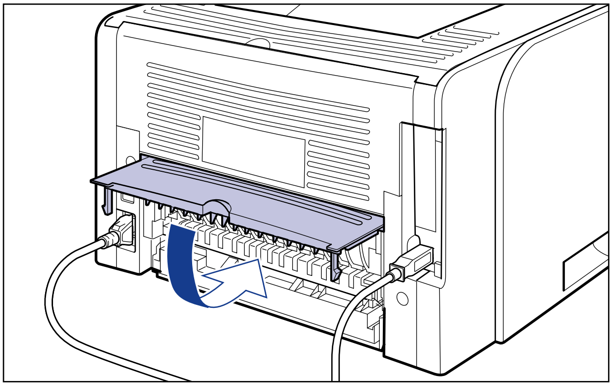


IMPORTANT

When performing automatic 2-sided printing, be sure to confirm the paper size switch lever is set to the appropriate position. If the lever is not set to the appropriate position, this may result in misfeeds or paper jams.

4 Close the duplex unit cover.

Holding the opening at the center of the duplex unit cover, close it gently and firmly.



5 Select [Print] from the [File] menu in the application.

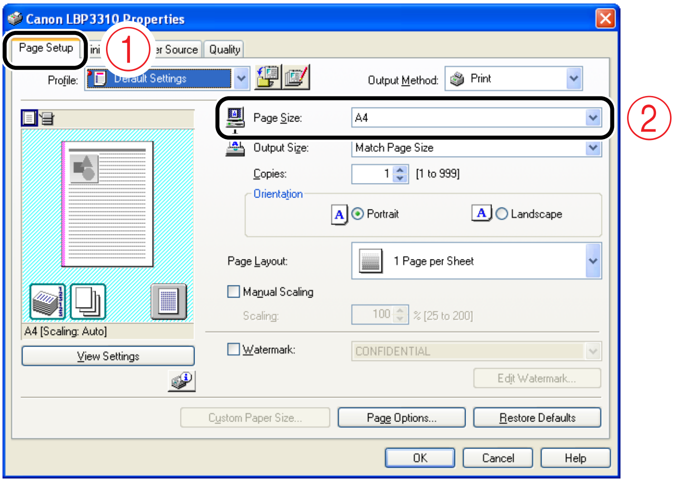
The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

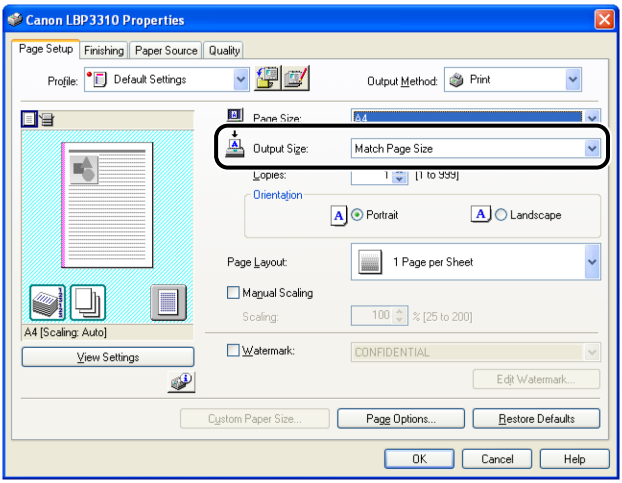
6 Select the name of this printer, then click [Properties] or [Preferences].

7 Display the [Page Setup] sheet ①, then from [Page Size], select the page size of the document created by an application ②.



8 Select the size of the loaded paper in [Output Size] as needed.

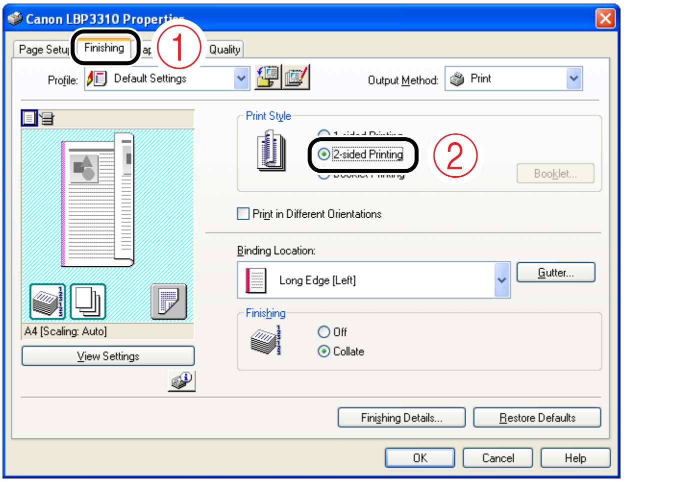
Leave the setting at [Match Page Size] if the page size and the size of the paper loaded in the paper source are the same, because there is no need to change the setting in this case.



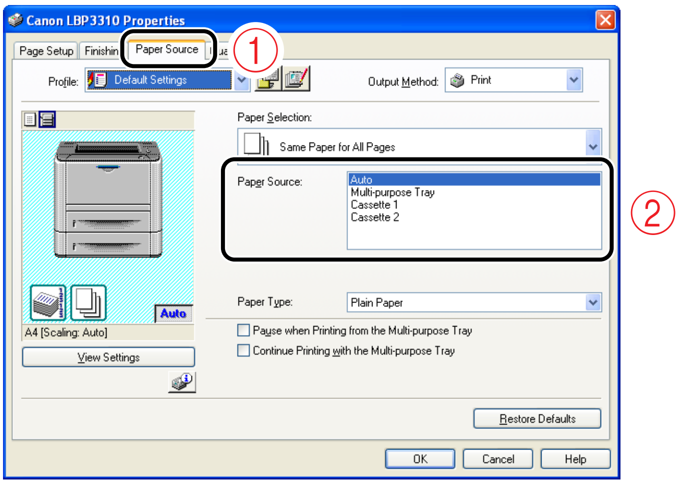
IMPORTANT

The print will be automatically reduced or enlarged to fit on the page when the settings for [Page Size] and [Output Size] are different.

9 **Display the [Finishing] sheet ①, then select [2-sided Printing] in [Print Style] ②.**



10 **Display the [Paper Source] sheet ①, then select [Paper Source] ②.**

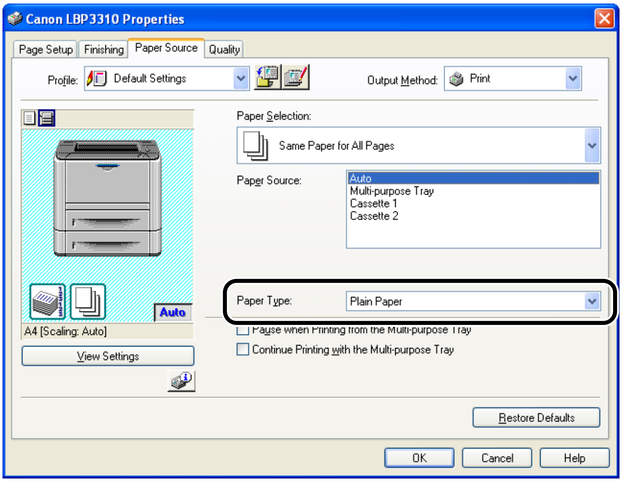


NOTE

If [Paper Selection] is set to a setting other than [Same Paper for All Pages], the setting for [Paper Source] is changed as follows. Specify the same setting as for [Paper Source].

- [First Page]
- [Second Page]
- [Other Pages]
- [Last Page]

11 Select the type of the loaded paper in [Paper Type].



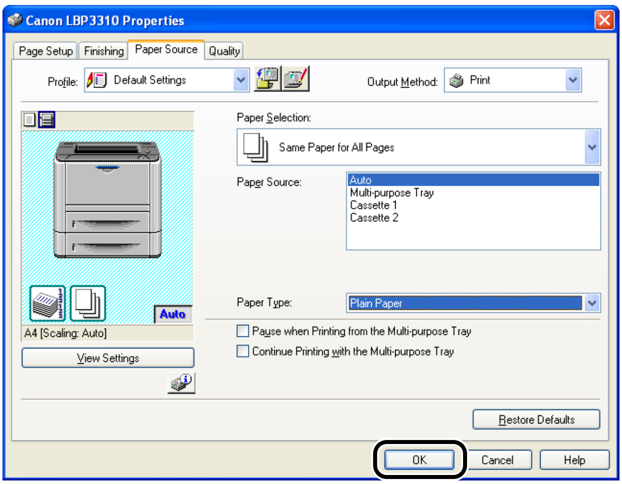
NOTE

Specify the setting according to the paper type as follows.

Paper Type	Setting for [Paper Type] in the Printer Driver
Plain Paper (60 - 89 g/m^2)	[Plain Paper L]*
	[Plain Paper]
Heavy Paper (90 - 120 g/m^2)	[Heavy Paper 1]

* If paper curls excessively when printed with [Plain Paper] selected, select [Plain Paper L].

12 Confirm the settings, then click [OK].



The [Print] dialog box reappears.

13 Click [OK] or [Print].

The printer starts printing.

Manual 2-sided Printing

Since this printer can print the other side of previously printed paper, you can print both sides of the paper unavailable for automatic 2-sided printing.

1 In the multi-purpose tray, load paper whose other side is previously printed.

NOTE

For details on the procedure for loading paper, see "Paper Loading Orientation," on p. 3-49.

2 Select [Print] from the [File] menu in the application.

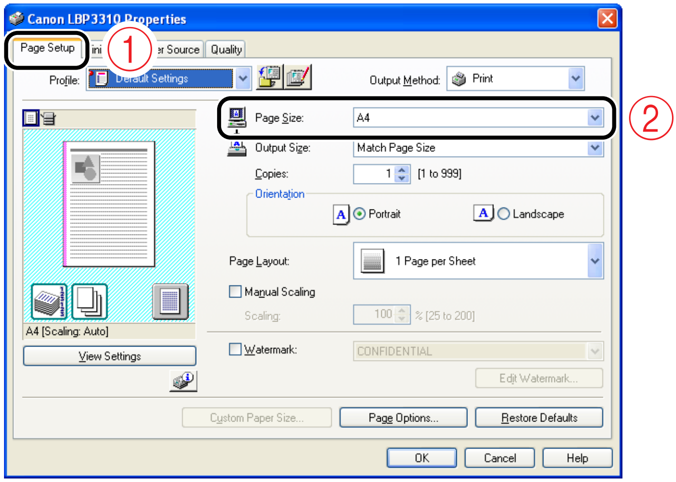
The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

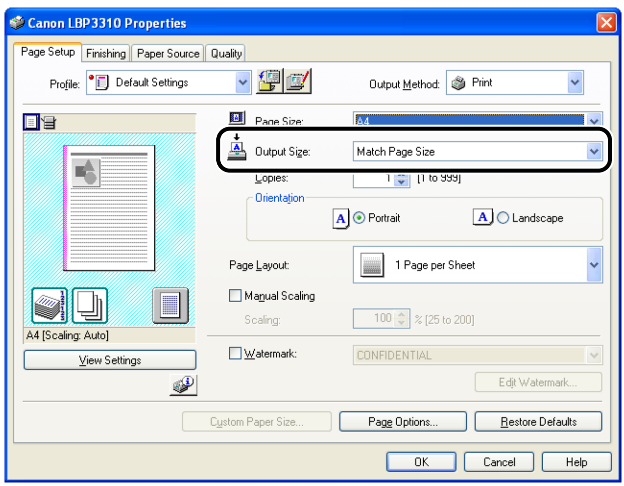
3 Select the name of this printer, then click [Properties] or [Preferences].

4 Display the [Page Setup] sheet ①, then from [Page Size], select the page size of the document created by an application ②.



5 Select the size of the loaded paper in [Output Size] as needed.

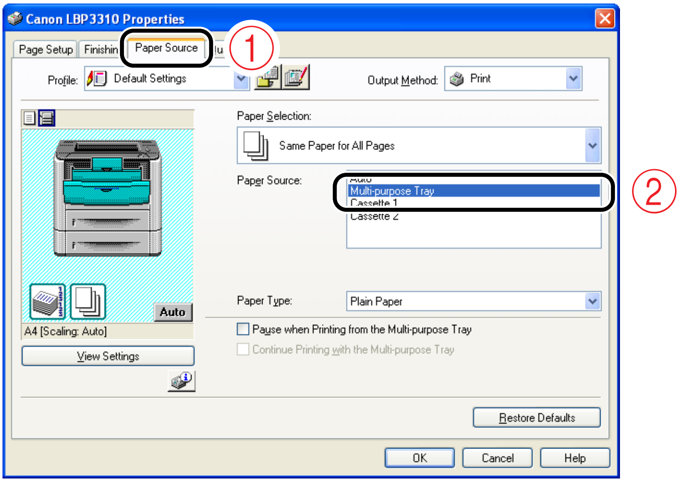
Leave the setting at [Match Page Size] if the page size and the size of the paper loaded in the multi-purpose tray are the same, because there is no need to change the setting in this case.



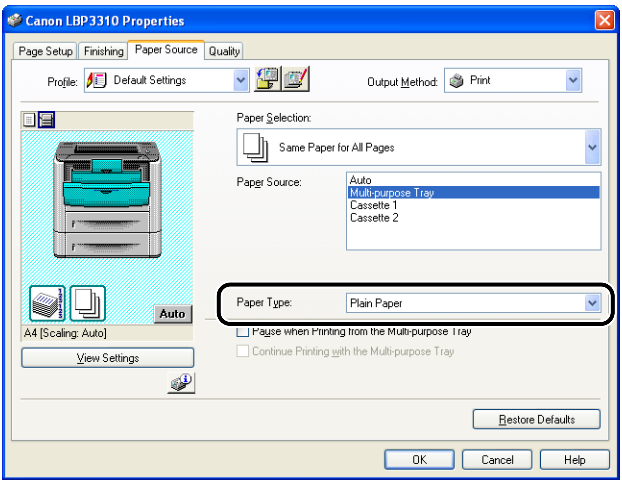
IMPORTANT

The print will be automatically reduced or enlarged to fit on the page when the settings for [Page Size] and [Output Size] are different.

6 **Display the [Paper Source] sheet ①, then select [Multi-purpose Tray] in [Paper Source] ②.**



7 **Select the type of the loaded paper in [Paper Type].**



NOTE

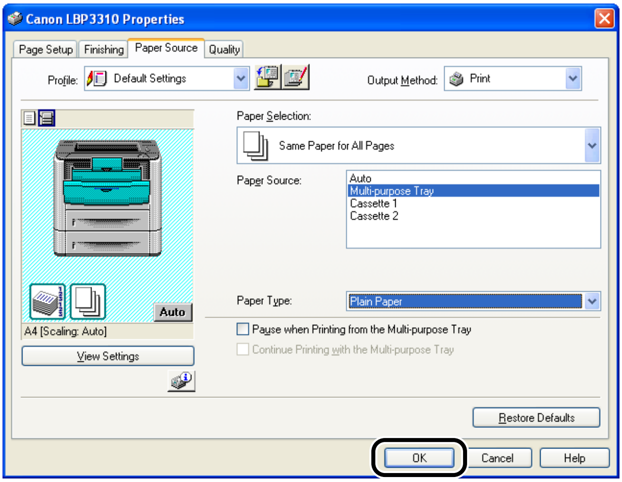
Specify the setting according to the paper type as follows.

Paper Type		Setting for [Paper Type] in the Printer Driver
Plain Paper	60 - 89 g/m^2	[Plain Paper L]*1
		[Plain Paper]
Heavy Paper	90 - 120 g/m^2	[Heavy Paper 1]
	121 - 149 g/m^2	[Heavy Paper 2]
	150 - 163 g/m2	[Heavy Paper 3]
Index Card		*2

*1 If paper curls excessively when printed with [Plain Paper] selected, select [Plain Paper L].

*2 If printing Index Card, the printer automatically applies the appropriate print mode to Index Card by specifying [Output Size] in the [Page Setup] sheet.

8 Confirm the settings, then click [OK].



The [Print] dialog box reappears.

9 Click [OK] or [Print].

The printer starts printing.

Canceling a Print Job

This printer allows you to cancel a print job using any one of the following methods.

- Using the print queue (See p. 5-20)
- Using the Printer Status Window (See p. 5-22)
- Using the ◎ (Cancel Job) key (See p. 5-23)

NOTE

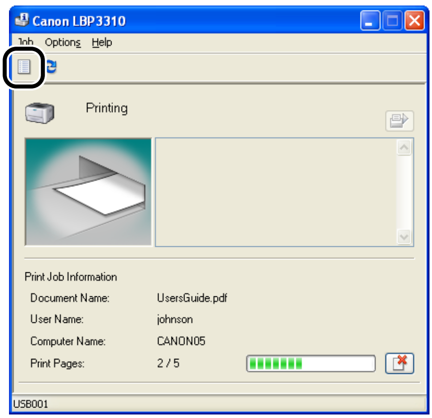
If the optional network board is installed, you can also cancel a print job from the Remote UI (the software that allows you to manage the printer using a web browser).
For details on the procedure for canceling a print job using the Remote UI, see "Chapter 3 Various Functions of the Remote UI," in Remote UI Guide.

Canceling a Print Job Using the Print Queue

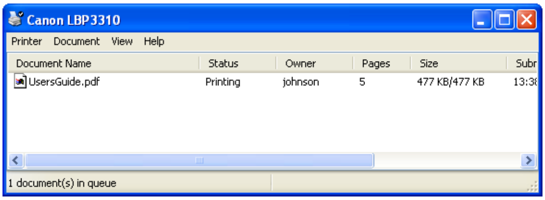
1 **Display the Printer Status Window.**

For details on methods for displaying the Printer Status Window, see "Displaying the Printer Status Window," on p. 5-35.

2 **Click [▤] (Print Queue).**



The print queue is displayed.



NOTE

- You can also display the print queue using the following procedure.

1. Display the [Printers and Faxes] folder or the [Printers] folder.

Windows 2000

From the [Start] menu, select [Settings] ➞ [Printers].

Windows XP Professional **Windows Server 2003**

From the [Start] menu, select [Printers and Faxes].

Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] ➞ [Printers and Faxes].

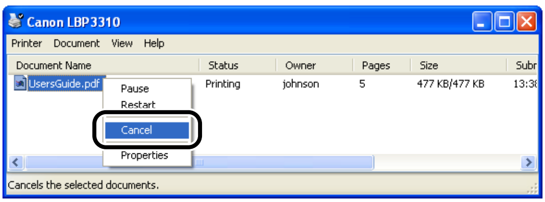
Windows Vista

From the [Start] menu, select [Control Panel], and then click [Printer].

2. Double-click the icon for this printer.

- For details on the print queue, see Windows Help.

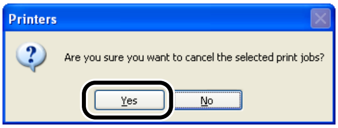
3 Right-click the job that you want to cancel, then select [Cancel] from the pop-up menu.



NOTE

- Another user's job is not displayed.
  However, all the jobs are displayed on the print server if the printer is shared on a network.
- This printer allows you to operate jobs in the print queue until they are completed.

4 Clicking [Yes] cancels the print job.

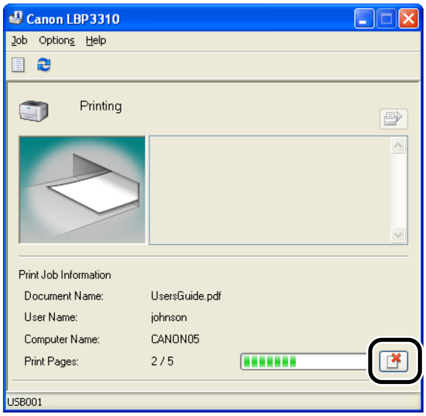


Canceling a Print Job Using the Printer Status Window

1 Display the Printer Status Window.

For details on methods for displaying the Printer Status Window, see "Displaying the Printer Status Window," on p. 5-35.

2 Clicking [ ] (Cancel Job) cancels the print job.



NOTE

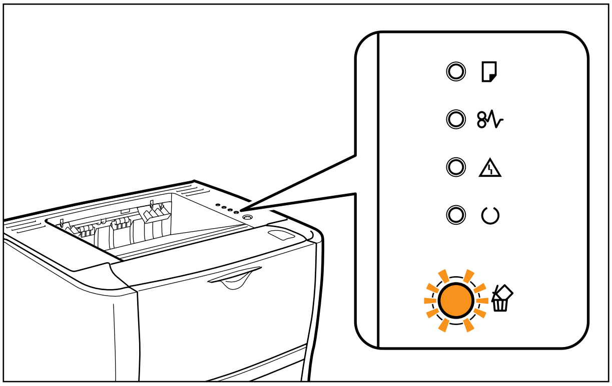
While another user's job is being printed, you cannot cancel the job. However, you can cancel the print job from the print server if the printer is shared on a network.

Canceling a Print Job Using the Cancel Job Key

When you cannot print because an error is occurring with another user's job (when you cannot delete another user's job in the Printer Status Window on your computer), use the ◎ (Cancel Job) key to cancel the job.

1 Pressing the ◎ (Cancel Job) key cancels the job.

The (Cancel Job) indicator (orange) is on while you are pressing the key, and the job cancel process starts after you release the key. The (Cancel Job) indicator (orange) blinks while a job is in the cancellation process.



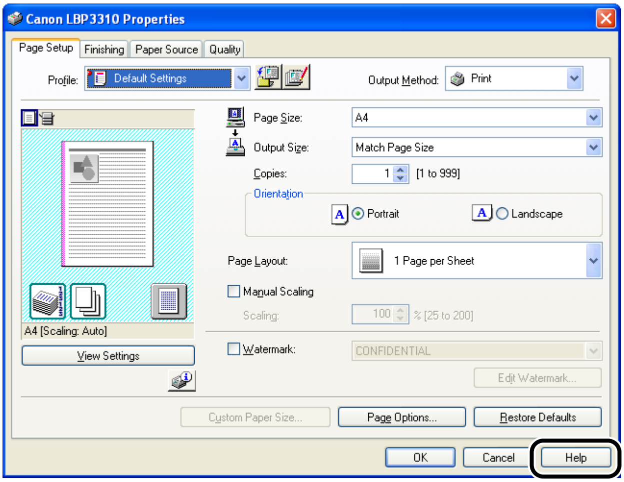
IMPORTANT

- You cannot cancel the following pages or jobs.
  - Pages of which data has been received already
  - Jobs of which print copy is one sheet of paper
- If the job when the key is pressed and the job when the key is released are different, both the jobs cannot be canceled.
- Depending on the settings for the [Settings of the Cancel Job Key] dialog box in the Printer Status Window, you may not be able to cancel a job. For more details, see "[Device Settings] Menu," on p. 5-37.

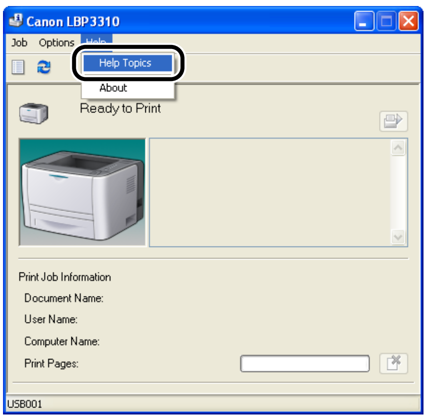
How to Use Help

For details on using the printer driver or the Printer Status Window, see the instructions in Help by displaying it using the following procedure.

1 Click [Help].



When displaying Help from the Printer Status Window, select [Help Topics] from the [Help] menu.

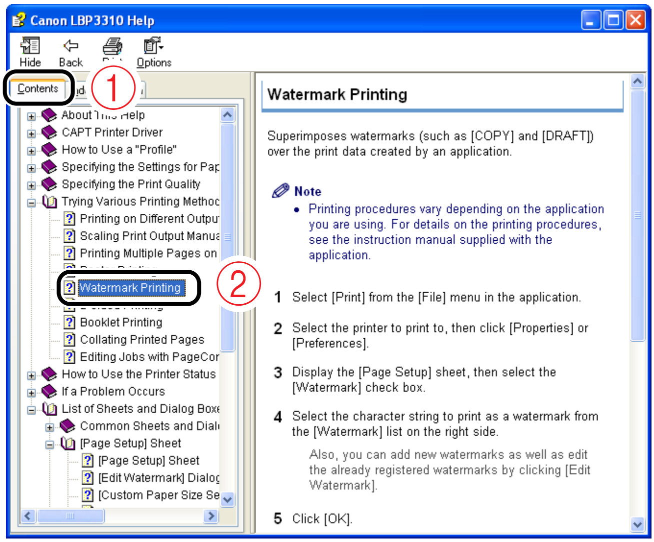


2 Display the option you would like information on.

- Displaying the option you would like information on with Contents (See p. 5-25)
- Displaying the option you would like information on with Index (See p. 5-26)
- Retrieving a word or phrase included in Help and displaying the option you would like information on (See p. 5-27)

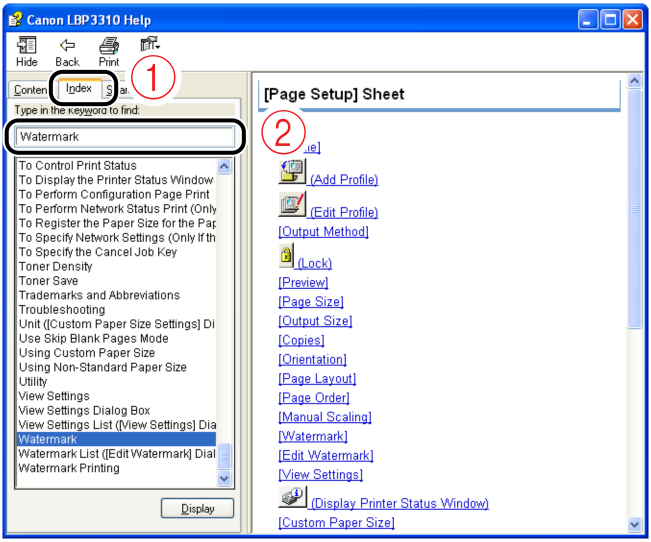
● Displaying the option you would like information on with Contents

Click [Contents] ①, then click the title of the option you would like information on ②.

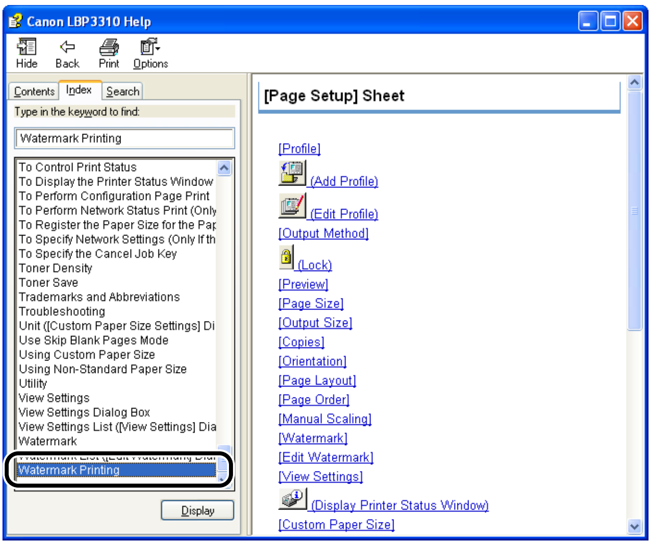


● Displaying the option you would like information on with Index

1. Click [Index] ①, then enter a keyword for the option you would like information on ②.

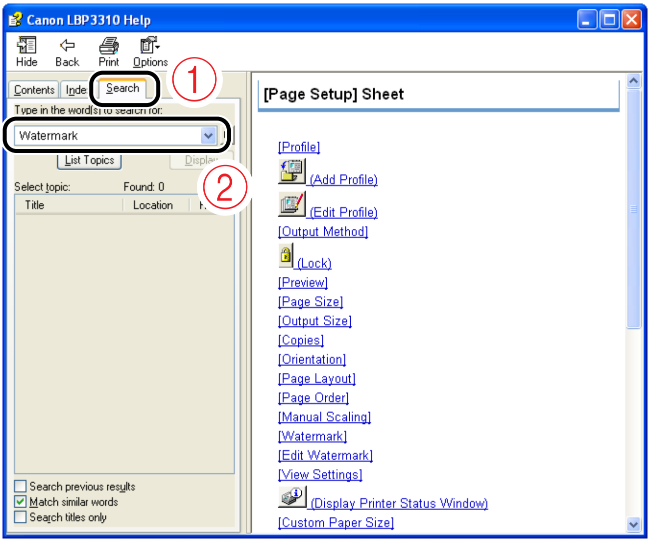


2. Double-click the title of the option you would like information on.

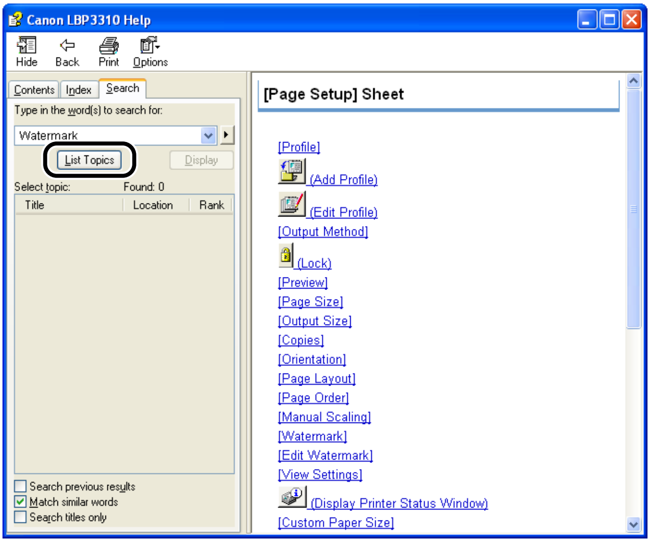


● Retrieving a word or phrase included in Help and displaying the option you would like information on

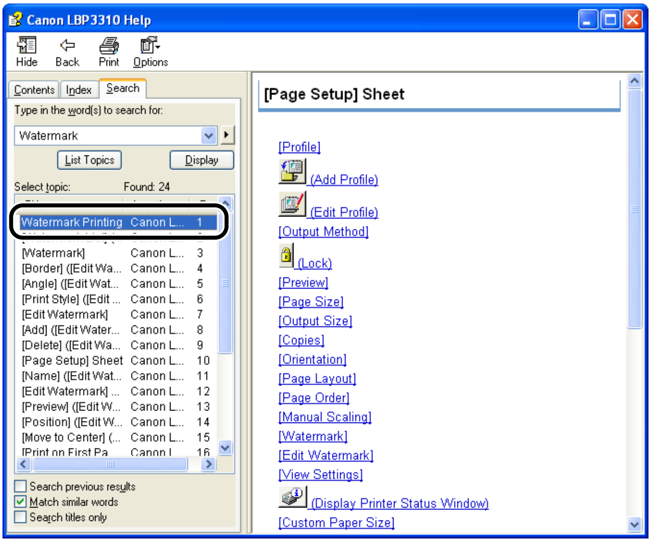
1. Click [Search] ①, then enter a word or phrase related to the option you would like information on ②.



2. Click [List Topics].



3. Double-click the title of the desired topic in the displayed list.



5

Basic Usage of the Printer

Manuals

This section describes the procedures for installing the manuals included in the CD-ROM supplied with the printer on the computer you are using or uninstalling them.

Installing the Manuals

Install the manuals included in the CD-ROM supplied with the printer on your computer using the following procedure.

1 Insert the supplied "LBP3310 User Software" CD-ROM into the CD-ROM drive.

If the CD-ROM is already in the drive, eject the disk and re-insert it into the drive.

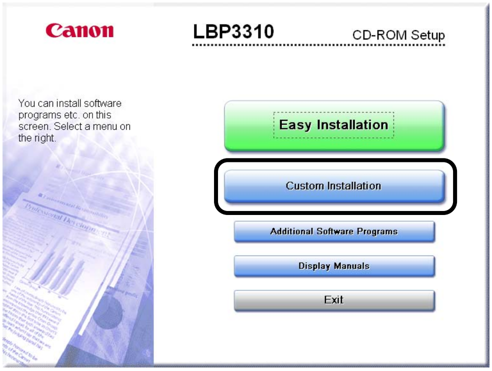
IMPORTANT

- If you are using Windows Vista and the [AutoPlay] dialog box appears, click [Run AUTORUN.EXE].
- If CD-ROM Setup does not appear, display it using the following procedures. (The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer you are using.)
  - If you are using an operating system other than Windows Vista, select [Run] from the [Start] menu, enter "D:\English\MInst.exe", and then click [OK].
  - If you are using Windows Vista, enter "D:\English\MInst.exe" in [Start Search] under the [Start] menu, and then press the [ENTER] key on your keyboard.

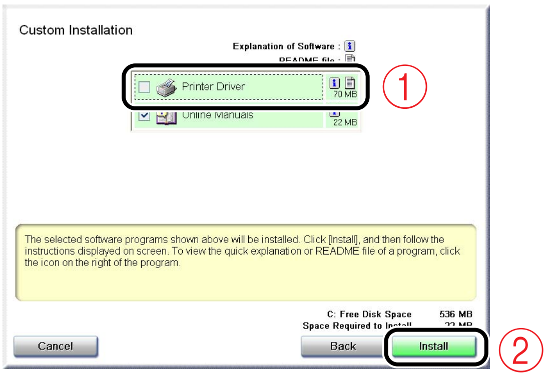
NOTE

If you are using Windows Vista and the [User Account Control] dialog box appears, click [Allow].

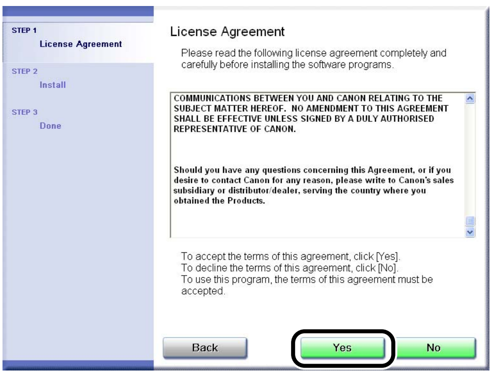
2 Click [Custom Installation].



3 Clear the [Printer Driver] check box ①, then click [Install] ②.

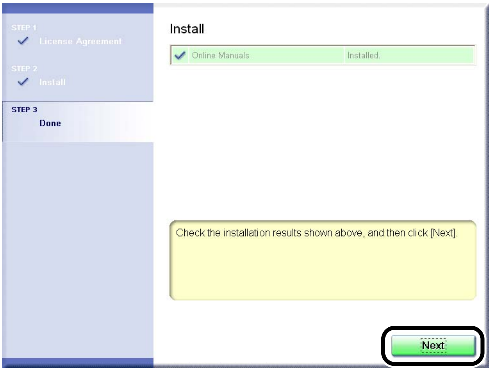


4 Confirm the contents, then click [Yes].



Installation of the instruction manuals starts.

5 When the installation completion screen appears, click [Next].



6 Click [Exit].



The installation of the manuals is completed.

You can take the CD-ROM out of the CD-ROM drive after the installation is completed.

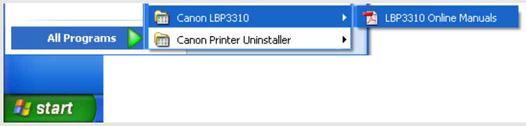
Procedures for displaying the manuals

To see the installed manuals, perform either of the following procedures.

- Double-click [LBP3310 Online Manuals] created on the desktop.



- Select [Canon LBP3310] - [LBP3310 Online Manuals] added to [All Programs] ([Programs] for Windows 2000) under the [Start] menu.



Uninstalling the Manuals

The procedure for uninstalling the manuals varies depending on your operating system. See the following according to your operating system.

- For Windows 2000/XP/Server 2003/Vista (32-bit) (See p. 5-33)
- For Windows Vista (64-bit) (See p. 5-33)

IMPORTANT

If the manuals were installed with administrator rights, a user without administrator rights cannot uninstall the manuals. Be sure to log on as a user with administrator rights before the uninstallation.

If you are not sure about the permissions, ask your computer administrator.

NOTE

If you are not sure whether you are using 32-bit Windows Vista or 64-bit Windows Vista, see "Checking the Processor Version of Windows Vista," on p. 10-8.

For Windows 2000/XP/Server 2003/Vista (32-bit)

Uninstalling the printer driver can also uninstall the manuals. For details on uninstalling the printer driver, see "Uninstalling the Printer Driver," on p. 4-67.

If you want to uninstall only the manuals without uninstalling the printer driver, delete the following files and folders.

- "\Program Files\Canon\LBP3310"
  - "Manuals" folder
- Right-click [Canon LBP3310] in [All Programs] ([Programs] for Windows 2000) under the [Start] menu, then select [Delete] from the pop-up menu.
- Desktop
  - [LBP3310 Online Manuals] (Shortcut for [Index.pdf])

NOTE

If you are using Windows Vista and the [Destination Folder Access Denied] dialog box appears, click [Continue]. (If the [User Account Control] dialog box appears, click [Continue].)

For Windows Vista (64-bit)

The manuals are not uninstalled by uninstalling the printer driver. If you want to uninstall the manuals, delete the following files and folders.

- "\Program Files (x86)\Canon\LBP3310"
  - "Manuals" folder
- Desktop
  - [LBP3310 Online Manuals] (Shortcut for [Index.pdf])

If you want to uninstall only the manuals without uninstalling the printer driver, perform the following operation also.

- Right-click [Canon LBP3310] in [All Programs] under the [Start] menu, then select [Delete] from the pop-up menu.

NOTE

If the [Destination Folder Access Denied] dialog box appears, click [Continue]. (If the [User Account Control] dialog box appears, click [Continue].)

Printer Status Window

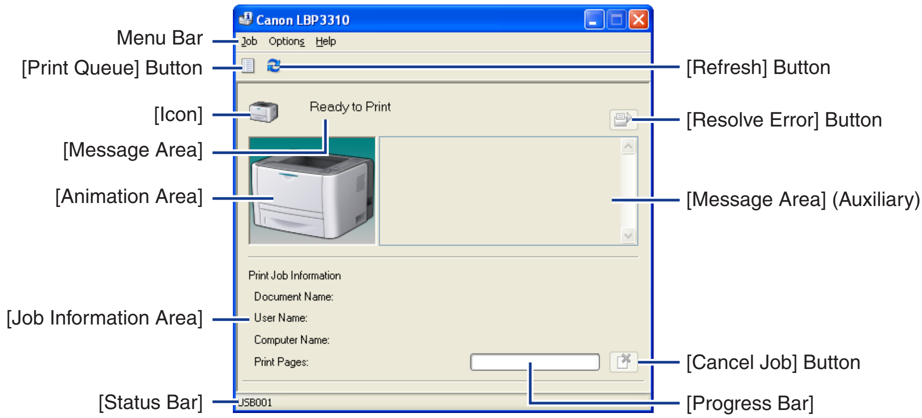
The Printer Status Window shows the printer status (such as the operation status and job information) with messages, animations, and icons.

You can perform the following operations using the Printer Status Window. If you find any problems with the printer, check the Printer Status Window.

- You can check the contents and remedies for the problem when an error has occurred in the printer or while printing is not performed. (See p. 8-25)
- You can cancel a job. (See p. 5-22)
- You can check information (such as the user name and document name) about the current print job.

Functions on the Printer Status Window

For more details on operations of the Printer Status Window, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.



■ Menu Bar

[Job] Menu	You can cancel a job or resume a job which is paused during printing for some reason.
[Options] Menu	Allows you to change the preferences for the Printer Status Window as well as clean the fixing roller of the printer.
[Help] Menu	Allows you to search for the desired items using keywords and displays [About] (the version information) of the Printer Status Window.

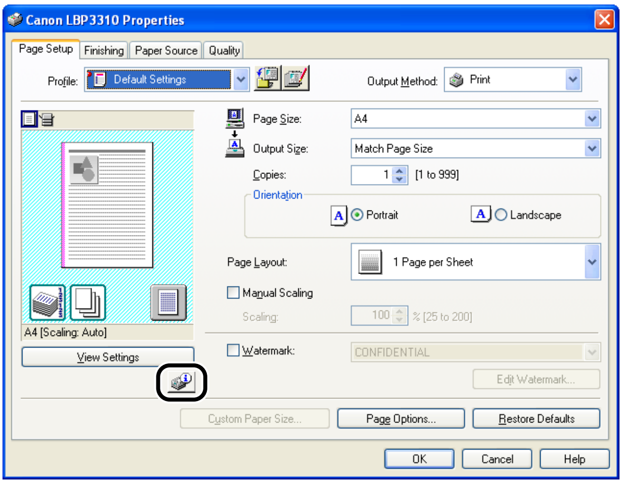
■ Other Functions

[Icon]	Displays the printer status.
[Message Area]	Displays the current printer status with a short message.
[Message Area] (Auxiliary)	Displays additional information if an error or other such event occurs.
[Animation Area]	Displays the printer status using an animated graphic. The background color changes from blue (normal) to orange when user action is required, or to red when a warning is issued.
[Print Queue] Button	Displays the print queue, a function of Windows. For details on the print queue, see Windows Help.
[Refresh] Button	Obtains the printer status and refreshes the Printer Status Window display.
[Resolve Error] Button	You can resume a job when it is paused during printing for some reason.
[Job Information Area]	Displays information about the job.
[Progress Bar]	Indicates the progress of the current job by showing the number of printed pages and the bar growth.
[Cancel Job] Button	Cancels the current job. While another user's job is being printed, the [Cancel Job] button is displayed in gray.
[Status Bar]	Displays the device to which the printer is connected.

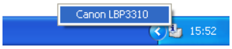
Displaying the Printer Status Window

There are the following two ways to display the Printer Status Window.

- Click [ ] (Display Printer Status Window) in locations such as in the [Page Setup] sheet in the printer driver.



• Click the icon for the Printer Status Window displayed in the Windows taskbar, then click the printer name.



If you start printing or an error occurs when the Printer Status Window is not displayed, it starts in the form of an icon automatically. Clicking this icon can display the Printer Status Window.



* Depending on the setting for [Display Settings] in the [Preferences (Users)] dialog box or the [Preferences (Administrators)] dialog box in the Printer Status Window, it starts as follows.

- If [Only when Errors Occur] is specified: The Printer Status Window starts in the form of an icon only when an error occurs.
- If [Not Display Automatically] is specified: The Printer Status Window does not start automatically.

[Preferences (Users)] Dialog Box

Select [Preferences (Users)] from the [Options] menu to display the [Preferences (Users)] dialog box. Specify the display settings for the Printer Status Window in the [Preferences (Users)] dialog box.

For more details, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

[Preferences (Administrators)] Dialog Box

Select [Preferences (Administrators)] from the [Options] menu to display the [Preferences (Administrators)] dialog box. The [Preferences (Administrators)] dialog box allows you to specify the settings such as the following settings.

• Selecting whether the print server sets the display settings of all client computers for the Printer Status Window, if the printer is shared on a network

• Selecting the timing of monitoring the printer status

For more details, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

IMPORTANT

You cannot display the [Preferences (Administrators)] dialog box without administrator rights for the printer (For more details, ask your computer administrator.).

[Utility] Menu

The [Utility] menu in the [Options] menu allows you to clean the fixing roller of the printer and performs Configuration Page Print.

■ [Cleaning]

If the front or back of the printed paper has smudge marks, the fixing roller needs to be cleaned. Print quality deterioration can be prevented by cleaning the fixing roller.
For more details, see "Cleaning the Fixing Roller," on p. 7-18.

■ [Configuration Page Print]

Prints the availability of the optional accessories for the printer, settings for [Device Settings] in the [Options] menu, and current printer status such as the total number of print pages.
For more details, see "Confirming the Printer Features," on p. 8-56.

■ [Network Status Print] (Only if the network board is installed)

Prints the version of the optional network board as well as the TCP/IP settings.
For more details, see "Chapter 4 Troubleshooting" in Network Guide.

[Device Settings] Menu

The [Device Settings] menu in the [Options] menu allows you to specify the settings related to the printer, such as specifying the size of the paper loaded in the paper cassette as well as specifying the network settings.

■ [Cassette Settings]

Specifies the size of the paper loaded in the paper cassette.
For details, see Step 6 and subsequent steps of "Loading Paper in the Paper Cassette," on p. 3-17.

■ [Settings of the Cancel Job Key]

The job that can be canceled using the ◎ (Cancel Job) key on the printer is specified.
The settings in this dialog box applies to the jobs of all users.

IMPORTANT

The [Settings of the Cancel Job Key] dialog box allows you to specify the setting for the ◎ (Cancel Job) key.
You can cancel jobs from the Printer Status Window or the Remote UI (only if the network board is installed) regardless of the setting for the [Settings of the Cancel Job Key] dialog box.
For details on the Remote UI, see "Remote UI Guide".

■ [Network Settings] (Only if the network board is installed)

Specify the network settings for the printer.
For more details, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

[Remote UI] (Only If the Network Board Is Installed)

Select [Remote UI] from the [Options] menu to start the Remote UI. The Remote UI is software that allows you to manage the printer using a web browser. For details on the Remote UI, see "Remote UI Guide".

IMPORTANT

You cannot select [Remote UI] if the printer and computer cannot communicate via a network.

[Refresh]

Selecting [Refresh] from the [Options] menu obtains the latest printer status and refreshes the Printer Status Window display.

You can obtain the same result by clicking [ ] (Refresh) in the Printer Status Window.

[Resolve Error]

You can resume a job which is paused during printing for some reason by selecting [Resolve Error] from the [Job] menu. However, the job resumed by selecting [Resolve Error] may cause unexpected print results.

[Resolve Error] is disabled in any of the following cases.

- When the job is paused due to a printer error such as a paper jam and paper-out condition
- When another user's job is paused
  ([Resolve Error] is enabled on the print server if the printer is shared on a network.)

You can obtain the same result by clicking [ ] (Resolve Error) in the Printer Status Window.

IMPORTANT

If the message <Insufficient Disk Space> is displayed in the Printer Status Window, delete unnecessary files, and then select [Resolve Error].

[Cancel Job]

Selecting [Cancel Job] from the [Job] menu cancels the current job.

While another user's job is being printed, you cannot use [Cancel Job].

([Cancel Job] is enabled on the print server if the printer is shared on a network.)

You can obtain the same result by clicking [] (Cancel Job) in the Printer Status Window.

[Print Queue]

Selecting [Print Queue] from the [Job] menu displays the print queue, a function of Windows. In the print queue, you can perform operations such as a job checking and job canceling. For details on the print queue, see Windows Help.

You can obtain the same result by clicking [] (Print Queue) in the Printer Status Window.

Using the Various Printing Functions

6

CHAPTER

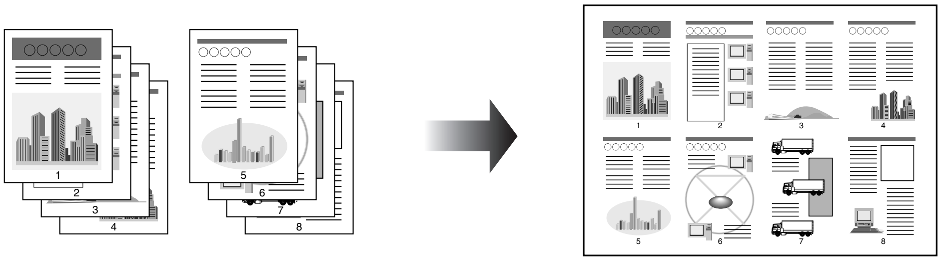
This chapter describes the printing procedures that use the various printing functions.

Utilizing a Variety of Options for Printing

This printer allows you to print in a variety of ways as follows.

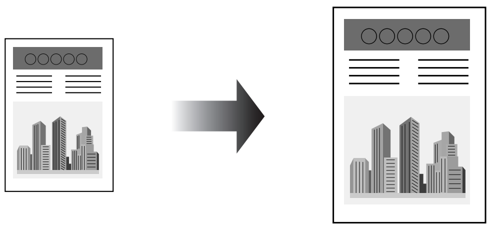
■ Printing Multiple Pages on One Sheet (See p. 6-19)

Multiple pages can be printed on one sheet of paper.



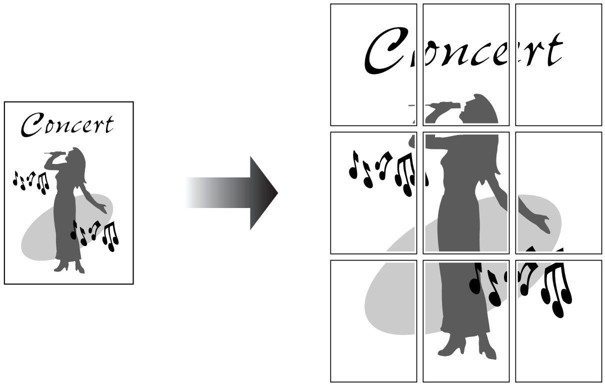
■ Printing with Scaling (See p. 6-22)

Specify this option when A4 size data is reduced in size and printed on B5 size paper, or B5 size data is enlarged and printed on A4 size paper. You can specify an arbitrary scaling.



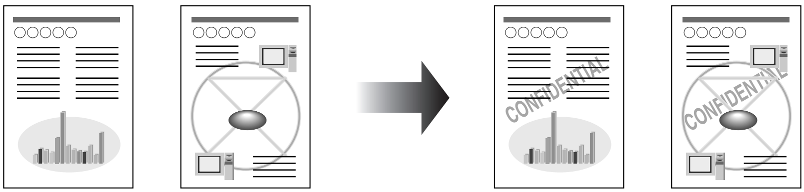
■ Poster Printing (See p. 6-25)

You can magnify and divide a single page image to print it out on multiple sheets of paper. You can make one large poster by joining these printouts together.



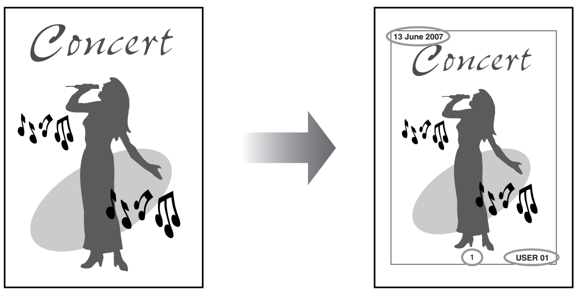
■ Watermark Printing (See p. 6-27)

You can superimpose watermarks (such as [COPY] and [DRAFT]) over the documents created by an application.



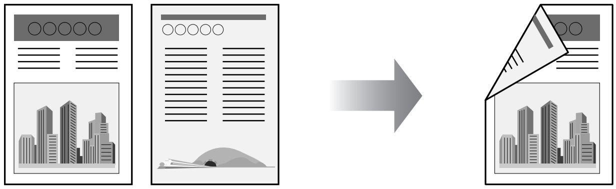
■ Printing Borders and Printing Date (See p. 6-31)

You can print with borders, printing date, and/or page numbers, etc.



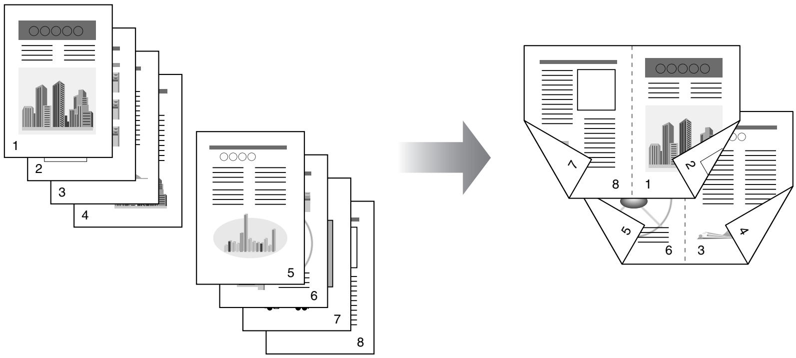
■ 2-sided Printing (See p. 5-10)

You can print a 2-page document on both sides of one sheet of paper.



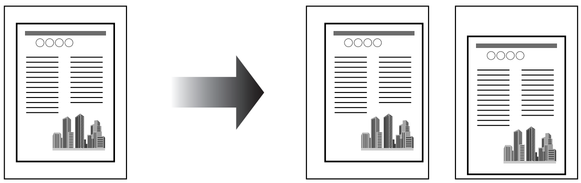
■ Booklet Printing (See p. 6-33)

You can make a booklet by folding printouts in half.
For example, when making a booklet of 8 pages, 2 sheets are used in total because 2 pages are printed on each side of paper.
A booklet can also be made by specifying the number of sheets to be folded in half and binding the printouts if you want to perform booklet printing of a large amount of pages.



■ Printing with a Gutter (See p. 6-35)

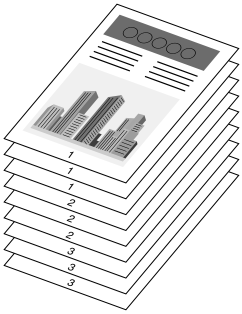
You can specify a gutter for paper to be printed.



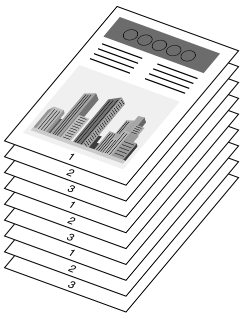
■ Selecting the Paper Output Method (See p. 6-37)

You can select the paper output method before printing.

- If you do not specify the paper output method
  Printouts of a complete job are grouped.
  For example, if you are printing three copies of a three-page document, printouts of a complete job are grouped, arranged in this page order: 1, 1, 1, 2, 2, 2, 3, 3, 3.

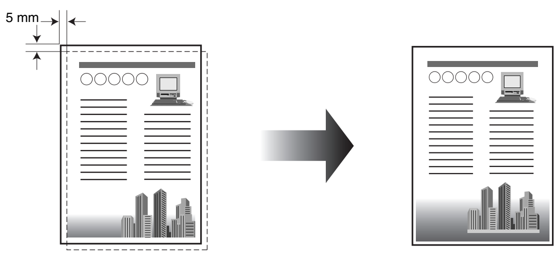


- If you collate the printouts
  Printouts of a complete job are collated.
  For example, if you are printing three copies of a three-page document, printouts of a complete job are collated, arranged in this page order: 1, 2, 3, 1, 2, 3, 1, 2, 3.



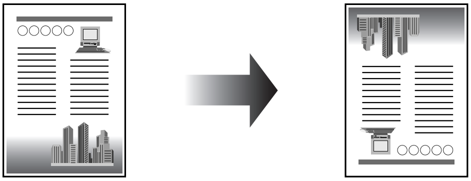
■ Print with Upper Left of Sheet as Starting Point (See p. 6-39)

Since printing is usually performed with the upper-left 5 mm margin (10 mm for envelopes and Index Card) as the starting point, a certain portion (lower right) may be missing when printing data with no margin. In this case, you can extend the printable area to near the edges of the paper by printing with the upper-left 0 mm margin as the starting point.



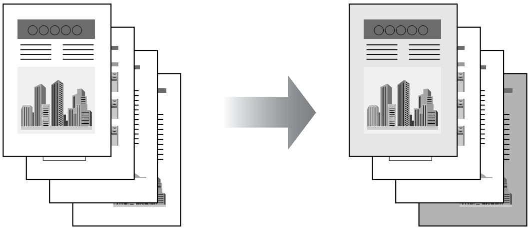
■ Printing with the Data Rotated 180 Degrees (See p. 6-41)

You can print with the image rotated 180 degrees. This option is useful for printing envelopes and Index Card that can be fed only in specific orientations.



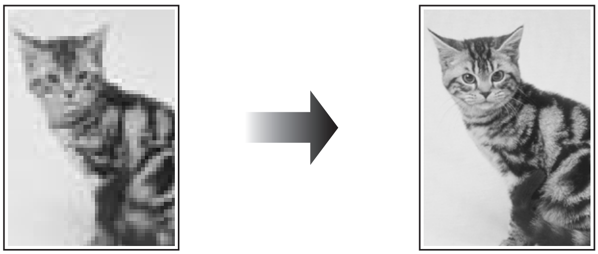
■ Selecting Paper for Each Page (See p. 6-43)

You can select paper for each page, such as for printing the front cover on a different type of paper.



■ Smoothing Out Rough-Textured Images (See p. 6-45)

Specify this option when printing with this kind of low-resolution image data being smoothed out.



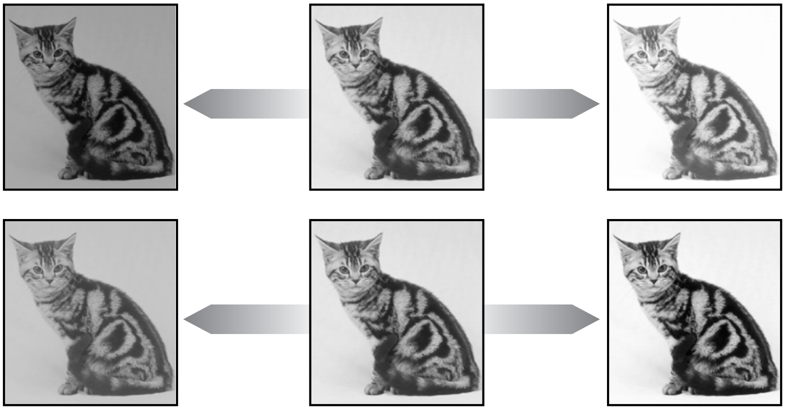
■ Printing with Toner Density Adjusted (See p. 6-47)

You can print with toner density adjusted.



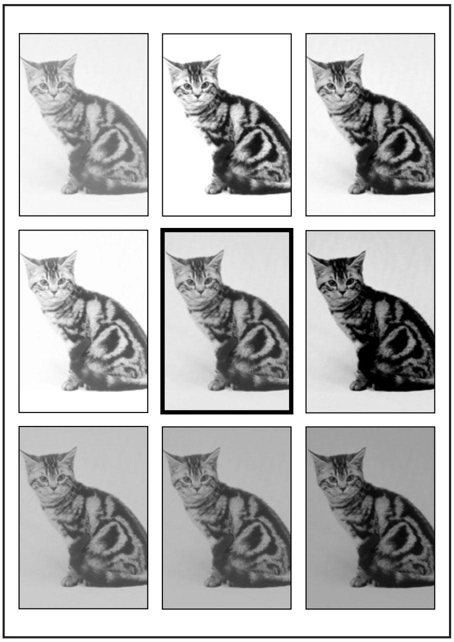
■ Printing with Brightness and Contrast Adjusted (See p. 6-49)

You can print with the brightness and contrast adjusted.



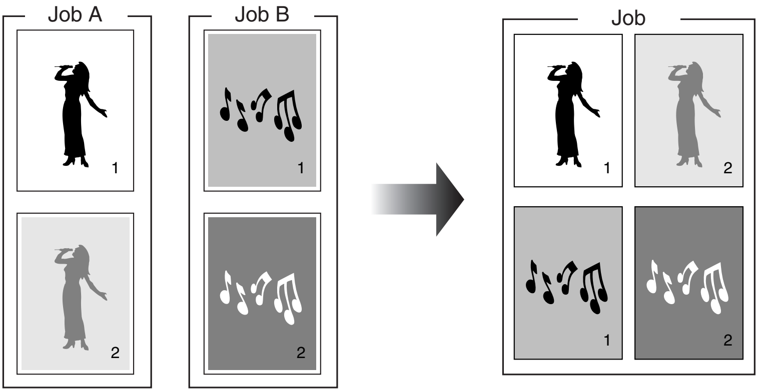
■ Printing a Grayscale Sample (See p. 6-51)

You can print an adjusted grayscale sample.



■ Editing Jobs with PageComposer (See p. 6-59)

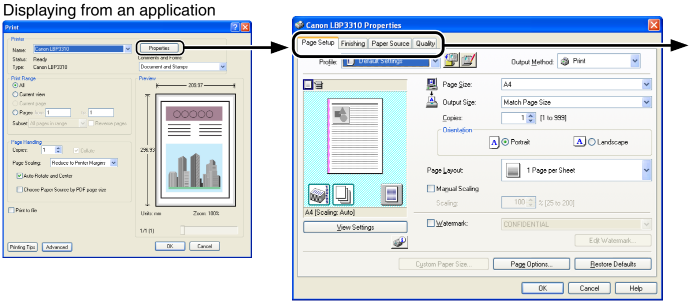
You can combine two jobs into one as well as change the job settings for the combined job. You can edit jobs of different applications. You can also preview the job.



Various Sheets in the Printer Driver

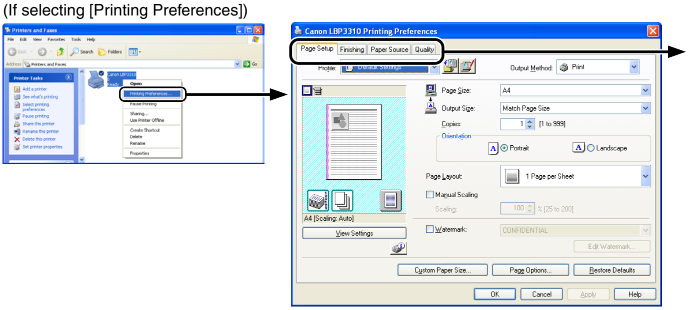
You can switch among the sheets in the printer driver by clicking the tabs across the top of the dialog box.
This section describes the sheets to be displayed.

Displaying from an application



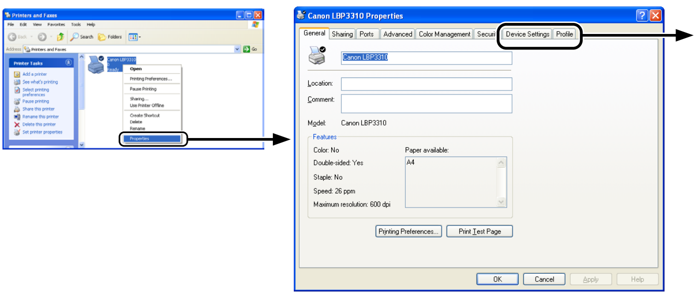
- [Page Setup] Sheet (See p. 6-11)
- [Finishing] Sheet (See p. 6-12)
- [Paper Source] Sheet (See p. 6-13)
- [Quality] Sheet (See p. 6-14)

Displaying from the printer icon
(If selecting [Printing Preferences])



- [Page Setup] Sheet (See p. 6-11)
- [Finishing] Sheet (See p. 6-12)
- [Paper Source] Sheet (See p. 6-13)
- [Quality] Sheet (See p. 6-14)

Displaying from the printer icon
(If selecting [Properties])



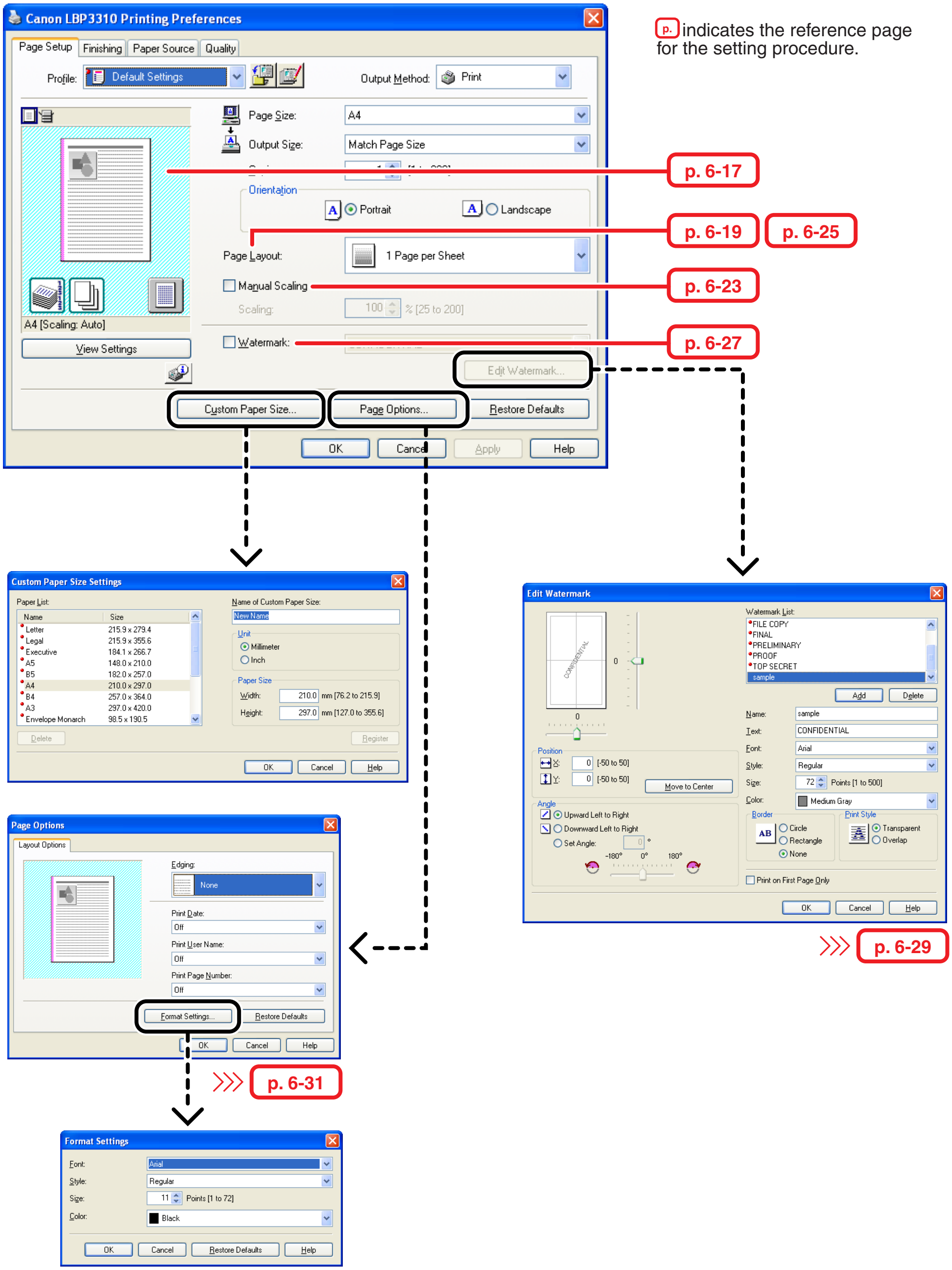
- [Device Settings] Sheet (See p. 6-15)
- [Profile] Sheet (See p. 6-16)

NOTE

The [General], [Sharing], [Ports], [Advanced], [Color Management], and [Security] sheets in the printer driver are displayed by Windows. For details on these sheets, see Windows Help.

[Page Setup] Sheet

p. indicates the reference page for the setting procedure.

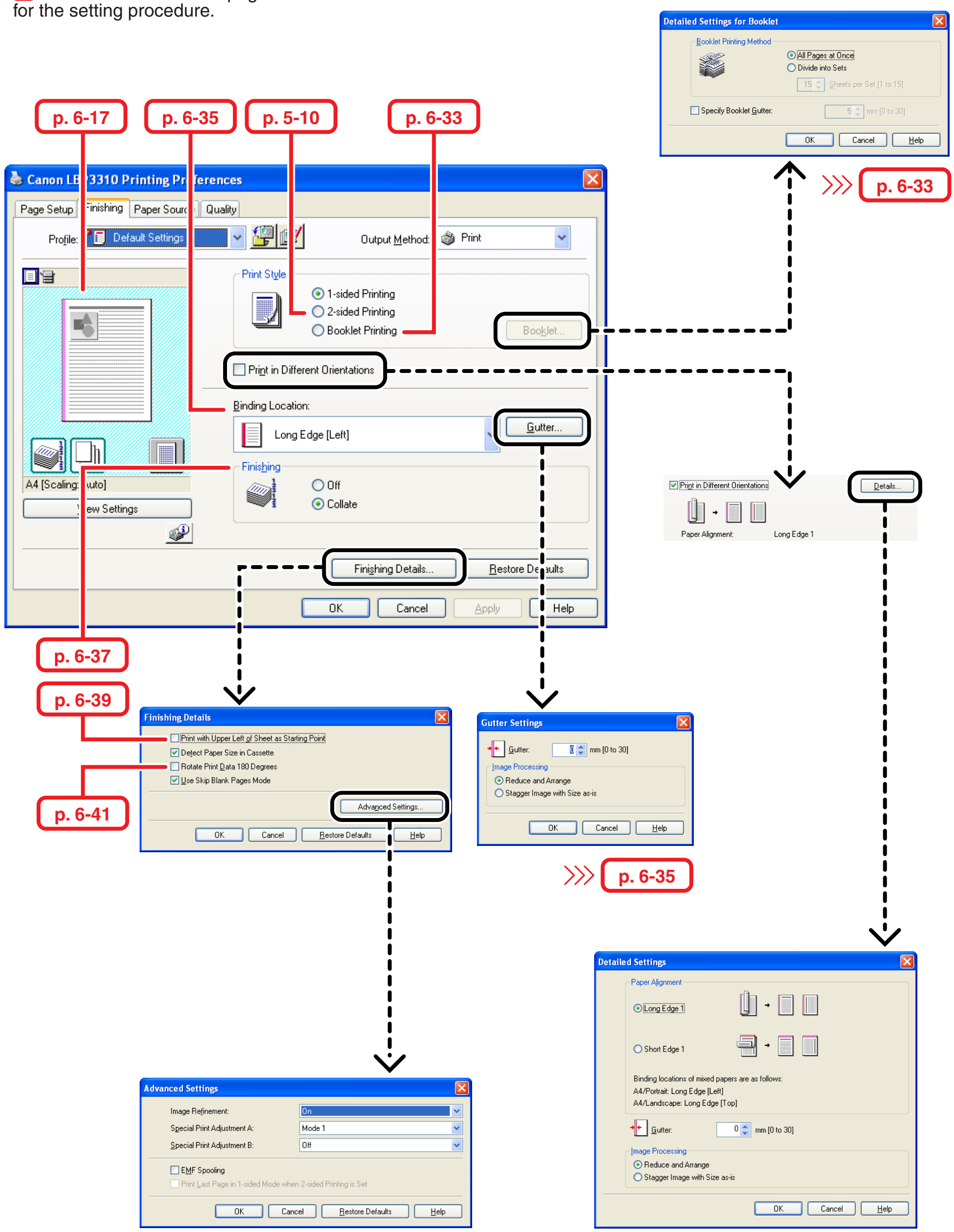


NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

[Finishing] Sheet

p. indicates the reference page for the setting procedure.

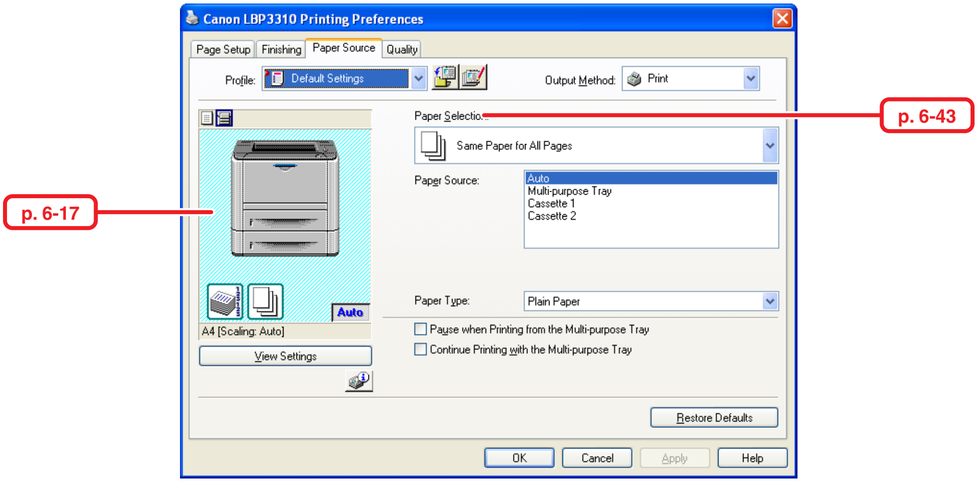


NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

[Paper Source] Sheet

p. indicates the reference page for the setting procedure.

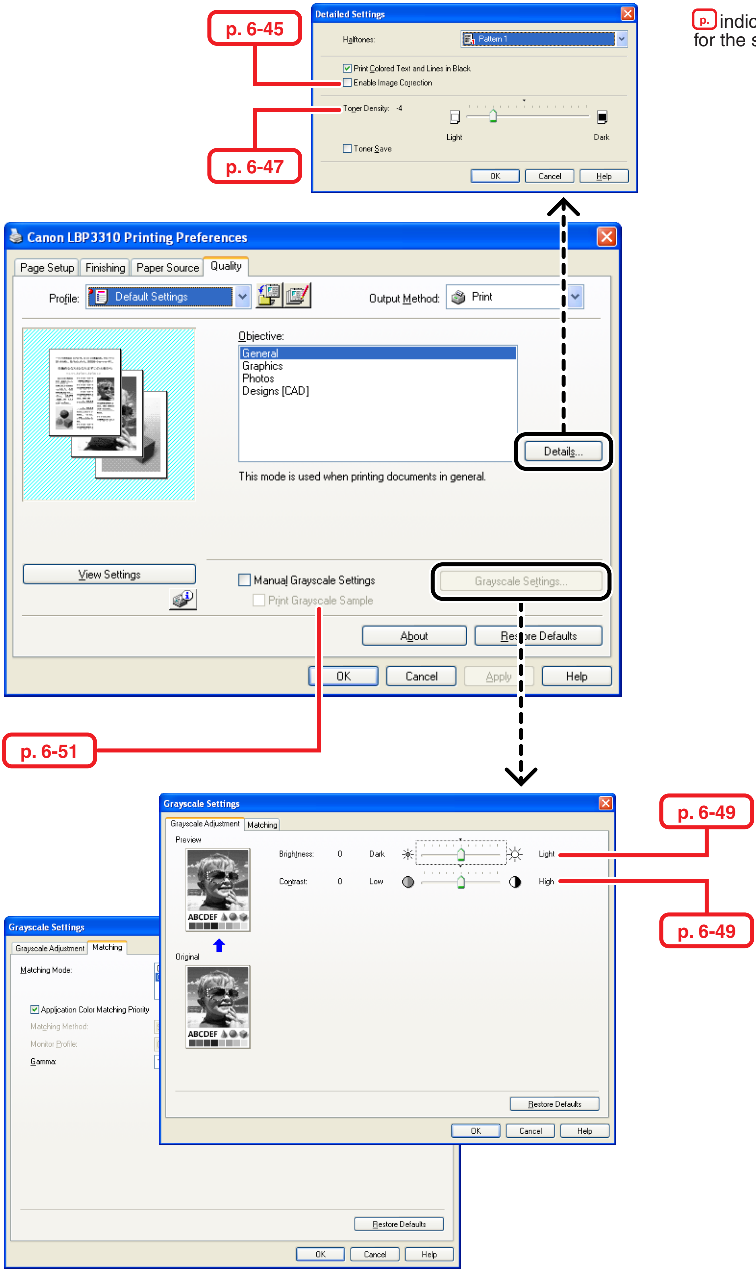


NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

[Quality] Sheet

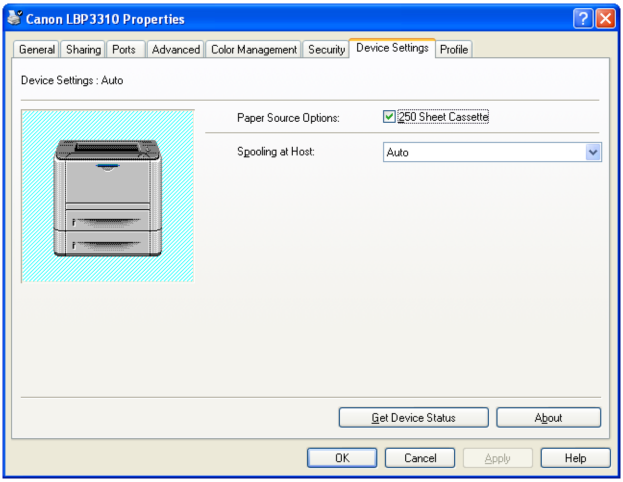
p. indicates the reference page for the setting procedure.



NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

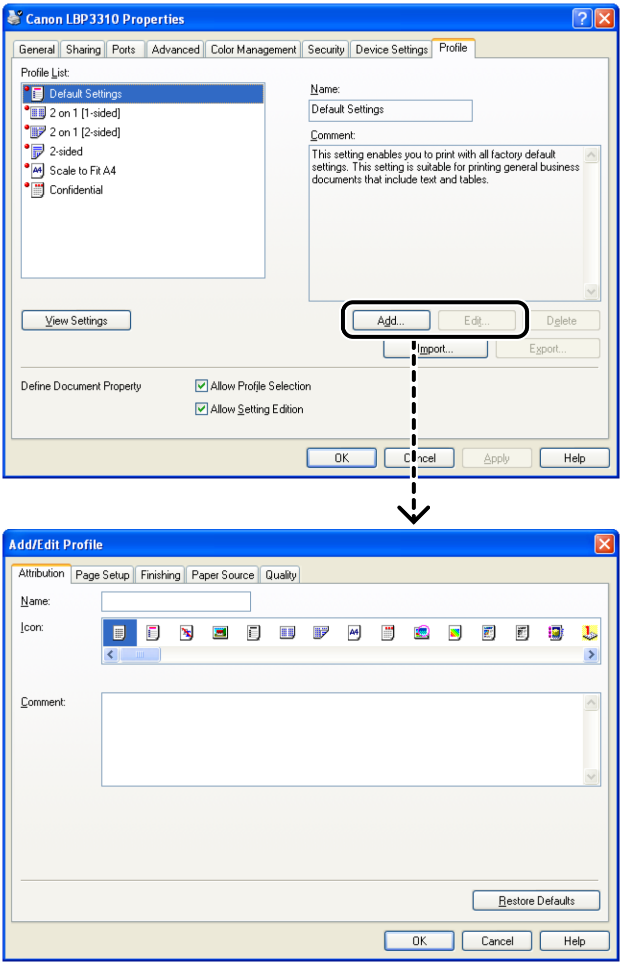
[Device Settings] Sheet



NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

[Profile] Sheet

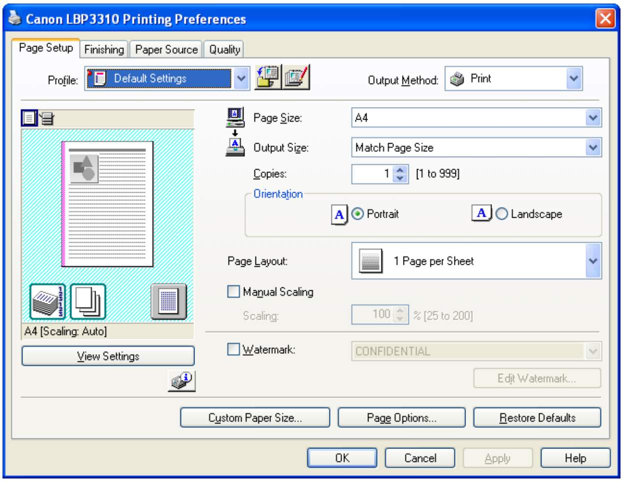


NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

Preview

The current settings are displayed on Preview in the [Page Setup] sheet, the [Finishing] sheet, and the [Paper Source] sheet. Additionally, you can specify the settings for the printer driver by clicking Preview.



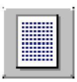
Depending on which icon on the upper left on Preview ( or ) is selected, the specifiable options vary.

■ When  is selected

You can specify the following settings according to the clicked position on Preview.

- [Binding Location]: Left-click an edge of the document image.
- [Page Layout]: Repeatedly left-click within the document image or right-click on Preview.

The use of the icon on the lower right on Preview is as follows.

Icon	Use
	By clicking the icon, you can switch the mode between [1-sided Printing] and [2-sided Printing].

■ When  is selected

You can specify the following settings according to the clicked position on Preview.

- [Paper Source]: Left-click a paper source image (the multi-purpose tray or paper cassette).
- [Finishing]: Right-click on Preview.

Also, if you have selected any one of the following in [Paper Selection], you can specify the paper source for each page.

- [Different for First, Others, and Last]
- [Different for First, Second, Others, and Last]
- [Different for Cover and Others]

If you want to switch the paper source automatically according to the size or type of paper to be printed, left-click [Auto] on the lower right on Preview.

Printing Multiple Pages on One Sheet

Multiple pages can be printed on one sheet of paper.

IMPORTANT

Make sure that [Spooling at Host] in the [Device Settings] sheet is set to [Auto] before printing. (See "Confirming the Setting for [Spooling at Host]," on p. 10-9)

1 **Select [Print] from the [File] menu in the application.**

The [Print] dialog box is displayed.

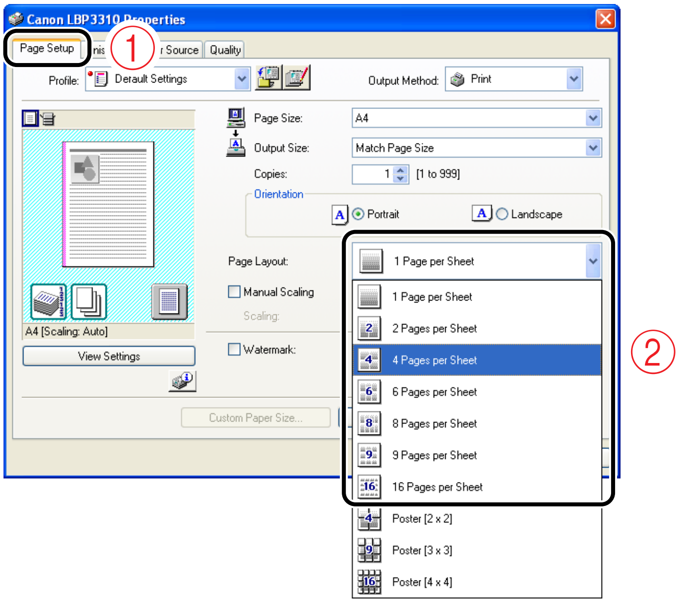
NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

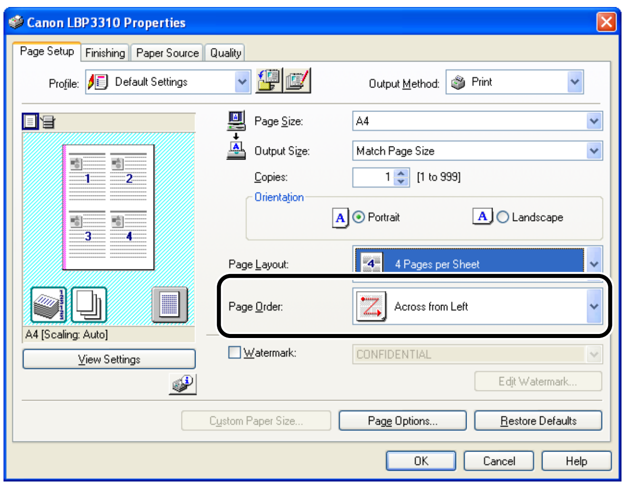
2 **Select the name of this printer, then click [Properties] or [Preferences].**

3 Display the [Page Setup] sheet ①, then select the number of the pages to be printed on one sheet from [Page Layout] ②.

The number of pages that can be selected is 1, 2, 4, 6, 8, 9, or 16 (Pages per Sheet).



4 If you selected 2, 4, 6, 8, 9, or 16 (Pages per Sheet) in Step 3, [Page Order] appears. Specify how the pages are aligned.



NOTE

The options under [Page Order] differ depending on the paper orientation or the number of pages to be printed on one sheet.

5 Confirm the settings, then click [OK].

The [Print] dialog box reappears.

6 Click [OK] or [Print].

The printer starts printing.

Printing with Scaling

You can print with automatic scaling or arbitrary scaling.
The scale factor from 25 to 200 % can be specified.

Printing with Automatic Scaling

1 Select [Print] from the [File] menu in the application.

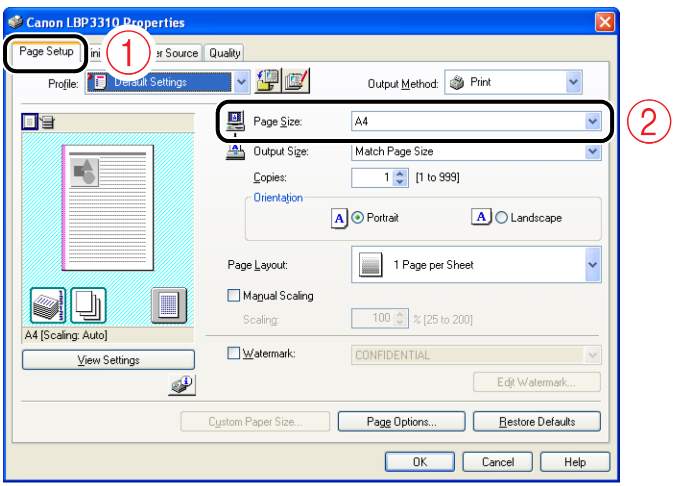
The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 Select the name of this printer, then click [Properties] or [Preferences].

3 Display the [Page Setup] sheet ①, then select [Page Size] ②.



4 Select the paper size in [Output Size].

The scaling factor will be set automatically according to the sizes selected in [Page Size] and [Output Size].

5 Confirm the settings, then click [OK].

The [Print] dialog box reappears.

6 Click [OK] or [Print].

The printer starts printing.

Printing with Arbitrary Scaling

1 Select [Print] from the [File] menu in the application.

The [Print] dialog box is displayed.

NOTE

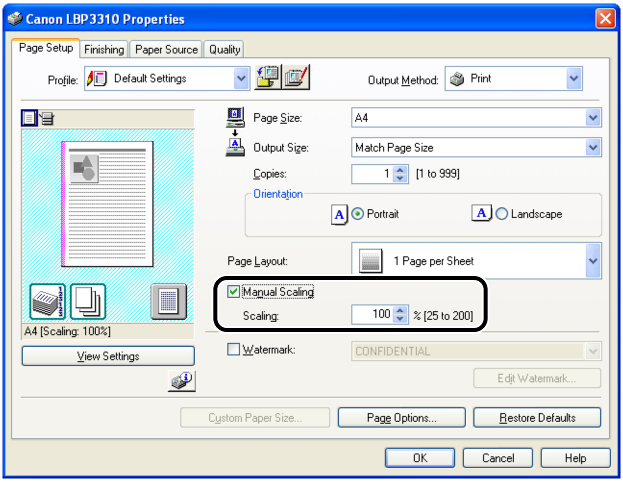
Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 Select the name of this printer, then click [Properties] or [Preferences].

3 Display the [Page Setup] sheet, then select the page size in [Page Size].

4 Select the paper size in [Output Size].

5 Select the [Manual Scaling] check box, then specify the value in the spin box.



6 Confirm the settings, then click [OK].

The [Print] dialog box reappears.

7 Click [OK] or [Print].

The printer starts printing.

Poster Printing

You can magnify and divide a single page image to print it out on multiple sheets of paper. You can make one large poster by joining these printouts together.

IMPORTANT

Make sure that [Spooling at Host] in the [Device Settings] sheet is set to [Auto] before printing. (See "Confirming the Setting for [Spooling at Host]," on p. 10-9)

1 **Select [Print] from the [File] menu in the application.**

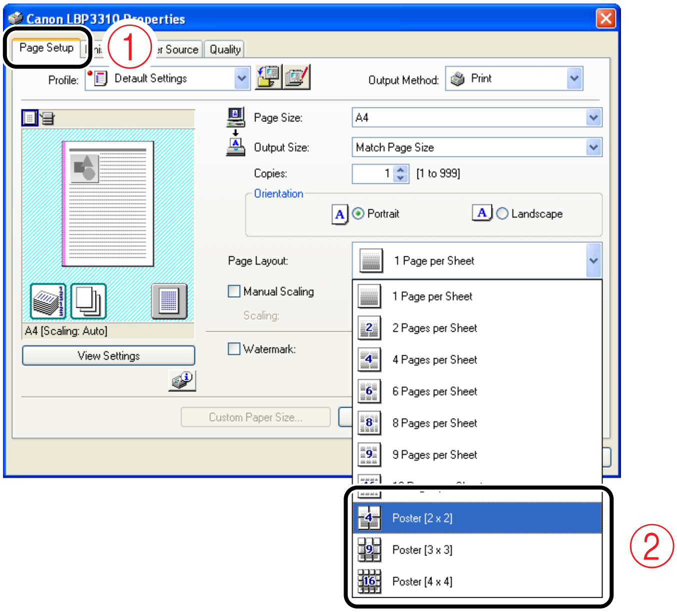
The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 **Select the name of this printer, then click [Properties] or [Preferences].**

3 Display the [Page Setup] sheet ①, then select [Poster [N x N]] (N = 2, 3, 4) from [Page Layout] ②.



A layout image of the printed paper appears on Preview.

4 Confirm the settings, then click [OK].

The [Print] dialog box reappears.

5 Click [OK] or [Print].

The printer starts printing.

Watermark Printing

You can superimpose watermarks (such as [COPY] and [DRAFT]) over the documents created by an application.
Additionally, you can add new watermarks as well as edit the added watermarks.

IMPORTANT

Make sure that [Spooling at Host] in the [Device Settings] sheet is set to [Auto] before printing or editing. (See "Confirming the Setting for [Spooling at Host]," on p. 10-9)

Watermark Printing

1 Select [Print] from the [File] menu in the application.

The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

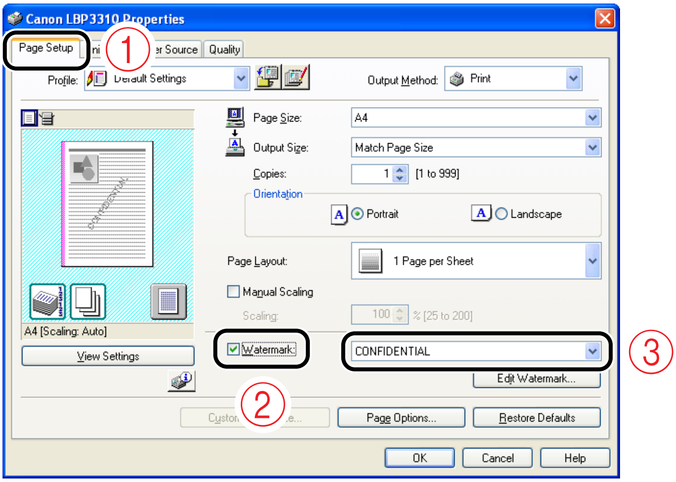
2 Select the name of this printer, then click [Properties] or [Preferences].

3 Perform the following procedure.

① Display the [Page Setup] sheet.

② Select the [Watermark] check box.

③ Select the character string to print as a watermark from the list on the right side of [Watermark] .



4 Confirm the settings, then click [OK].

The [Print] dialog box reappears.

5 Click [OK] or [Print].

The printer starts printing.

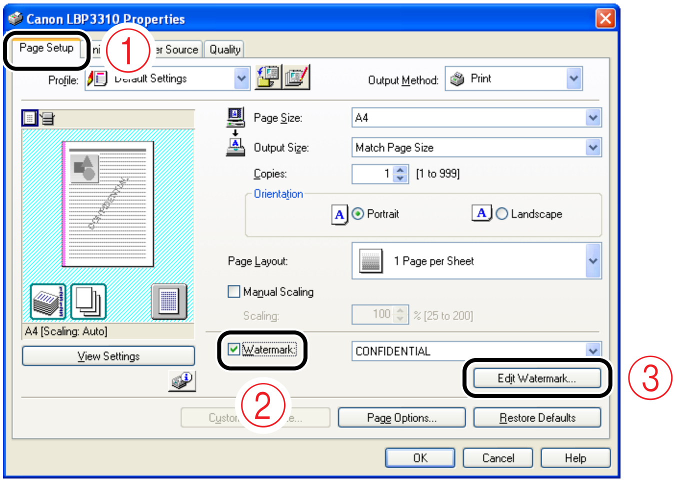
Editing Watermarks

1 **Perform the following procedure.**

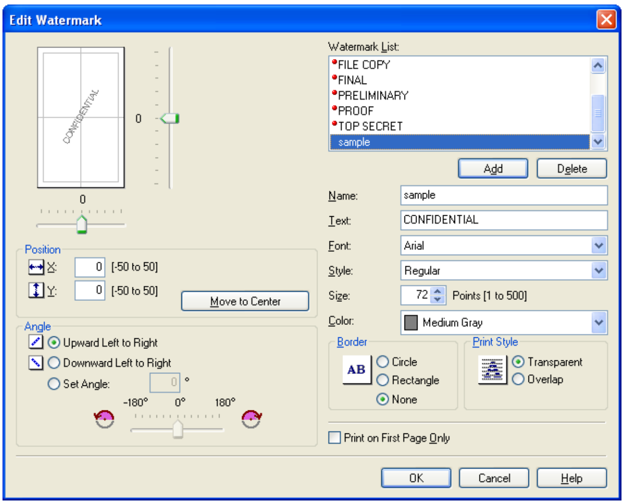
① Display the [Page Setup] sheet.

② Select the [Watermark] check box.

③ Click [Edit Watermark].



2 **Specify the options as needed.**



NOTE

- For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.
- When adding a new watermark, click [Add].
- You cannot change the settings for the default watermarks.

3 Confirm the settings, then click [OK].

The [Page Setup] sheet reappears.

Printing Borders and Printing Date

You can print with borders, printing date, and/or page numbers.

IMPORTANT

Make sure that [Spooling at Host] in the [Device Settings] sheet is set to [Auto] before printing. (See "Confirming the Setting for [Spooling at Host]," on p. 10-9)

1 Select [Print] from the [File] menu in the application.

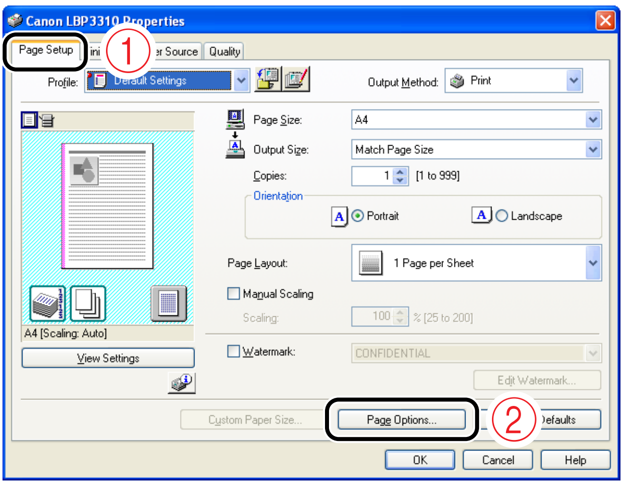
The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 Select the name of this printer, then click [Properties] or [Preferences].

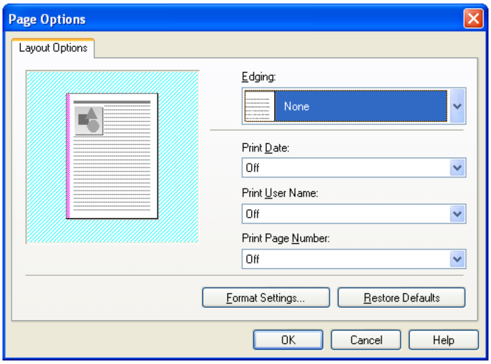
3 Display the [Page Setup] sheet ①, then click [Page Options] ②.



6

Using the Various Printing Functions

4 Specify the options as needed.



NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

5 Confirm the settings, then click [OK].

The [Page Setup] sheet reappears.

6 Click [OK].

The [Print] dialog box reappears.

7 Click [OK] or [Print].

The printer starts printing.

Booklet Printing

Booklet printing allows you to make a booklet by folding printouts in half.

For example, when making a booklet of 8 pages, 2 sheets are used in total because 2 pages are printed on each side of paper.

Also, if you want to make a booklet of large amount of pages, you can make it by specifying the number of sheets to be folded in half and binding them.

IMPORTANT

- When performing booklet printing, be sure to confirm the paper size switch lever on the rear side of the printer is set to the appropriate position. If the lever is not set to the appropriate position, this may result in misfeeds or paper jams.
  For details on the procedure for setting the paper size switch lever, see "Automatic 2-sided Printing," on p. 5-10.
- Make sure that [Spooling at Host] in the [Device Settings] sheet is set to [Auto] before printing. (See "Confirming the Setting for [Spooling at Host]," on p. 10-9)

1 Select [Print] from the [File] menu in the application.

The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

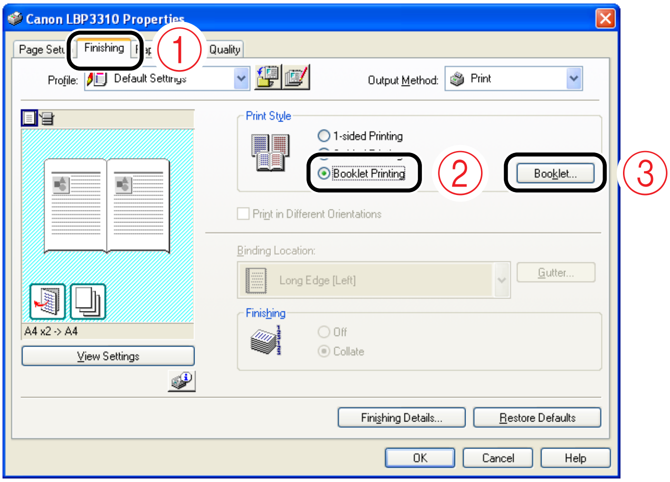
2 Select the name of this printer, then click [Properties] or [Preferences].

3 Perform the following procedure.

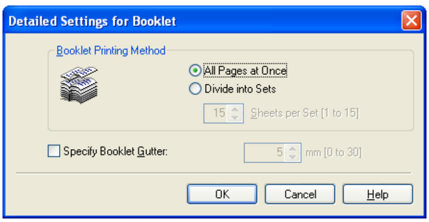
① Display the [Finishing] sheet.

② Select [Booklet Printing] for [Print Style].

③ Click [Booklet].



4 Specify the options as needed.



NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

5 Confirm the settings, then click [OK].

The [Finishing] sheet reappears.

6 Click [OK].

The [Print] dialog box reappears.

7 Click [OK] or [Print].

The printer starts printing.

Printing with a Gutter

You can specify a gutter for paper to be printed. Valid gutter values range from 0 to 30 mm.

When a gutter is specified, the position of the page image is adjusted to make room for the gutter. At this point, you can select whether to reduce the image size to fit the remaining space.

1 **Select [Print] from the [File] menu in the application.**

The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

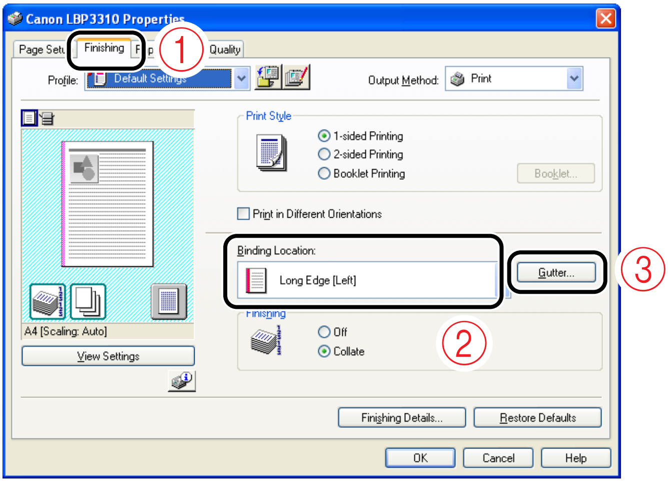
2 **Select the name of this printer, then click [Properties] or [Preferences].**

3 **Perform the following procedure.**

① Display the [Finishing] sheet.

② Select the edge on which the gutter is to be located in [Binding Location].

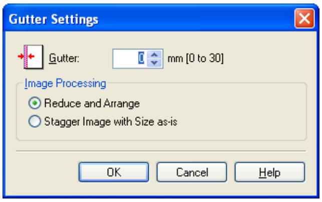
③ Click [Gutter].



6

Using the Various Printing Functions

4 Specify the options as needed.



NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

5 Confirm the settings, then click [OK].

The [Finishing] sheet reappears.

6 Click [OK].

The [Print] dialog box reappears.

7 Click [OK] or [Print].

The printer starts printing.

Selecting the Paper Output Method

Select a paper output method from the following options before printing.

- [Off]
  Printouts of a complete job are grouped.
  For example, if you are printing three copies of a three-page document, printouts of a complete job are grouped, arranged in this page order: 1, 1, 1, 2, 2, 2, 3, 3, 3.
- [Collate]
  Printouts of a complete job are collated.
  For example, if you are printing three copies of a three-page document, printouts of a complete job are collated, arranged in this page order: 1, 2, 3, 1, 2, 3, 1, 2, 3.

1 Select [Print] from the [File] menu in the application.

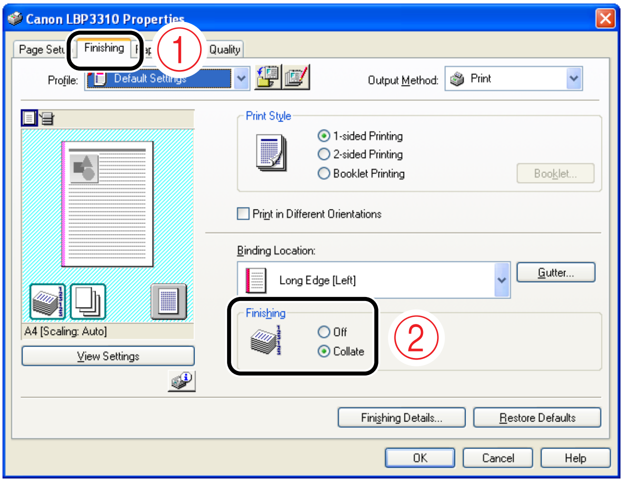
The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 Select the name of this printer, then click [Properties] or [Preferences].

3 Display the [Finishing] sheet ①, then select the output method in [Finishing] ②.



4 Confirm the settings, then click [OK].

The [Print] dialog box reappears.

5 Click [OK] or [Print].

The printer starts printing.

Printing with Upper Left of Sheet as Starting Point

Since printing is usually performed with the upper-left 5 mm margin (10 mm for envelopes and Index Card) as the starting point, a certain portion (lower right) may be missing when printing data with no margin. In this case, you can extend the printable area to near the edges of the paper by printing with the upper-left 0 mm margin as the starting point.

IMPORTANT

- The edges of the printout may be partly missing depending on the property of the document to be printed.
- The function of [Print with Upper Left of Sheet as Starting Point] may be disabled depending on the application you are using.

1 Select [Print] from the [File] menu in the application.

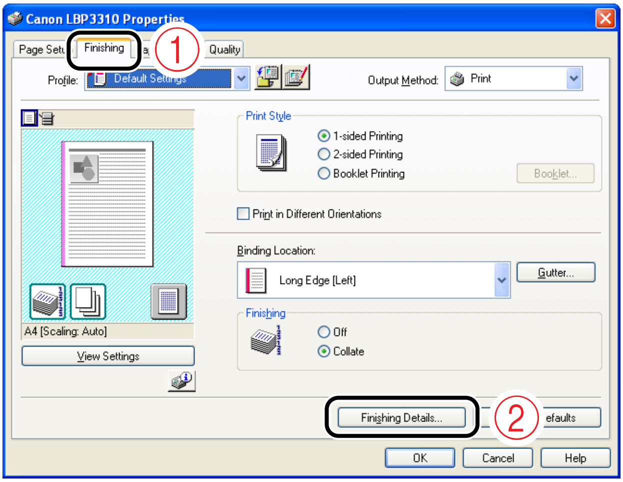
The [Print] dialog box is displayed.

NOTE

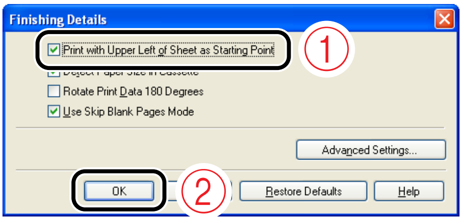
Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 Select the name of this printer, then click [Properties] or [Preferences].

3 Display the [Finishing] sheet ①, then click [Finishing Details] ②.



4 Select the [Print with Upper Left of Sheet as Starting Point] check box ①, then click [OK] ②.



The [Finishing] sheet reappears.

5 Click [OK].

The [Print] dialog box reappears.

6 Click [OK] or [Print].

The printer starts printing.

Printing with the Data Rotated 180 Degrees

You can print with the image rotated 180 degrees.

This option is useful for printing envelopes and Index Card that can be fed only in specific orientations.

1 **Select [Print] from the [File] menu in the application.**

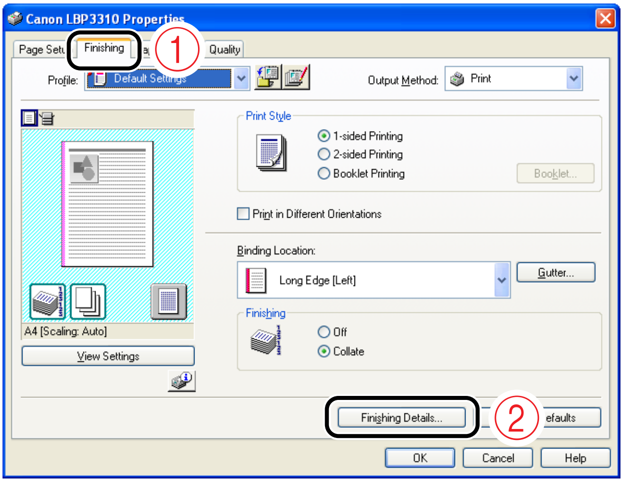
The [Print] dialog box is displayed.

NOTE

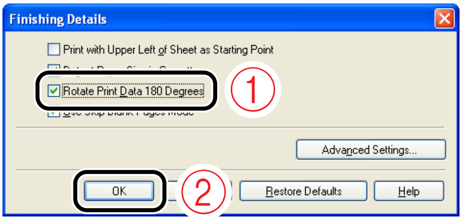
Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 **Select the name of this printer, then click [Properties] or [Preferences].**

3 **Display the [Finishing] sheet ①, then click [Finishing Details] ②.**



4 **Select the [Rotate Print Data 180 Degrees] check box ①, then click [OK] ②.**



The [Finishing] sheet reappears.

5 **Click [OK].**

The [Print] dialog box reappears.

6 **Click [OK] or [Print].**

The printer starts printing.

Selecting Paper for Each Page

You can select paper for each page, such as for printing the front cover on a different type of paper.

IMPORTANT

Make sure that [Spooling at Host] in the [Device Settings] sheet is set to [Auto] before printing. (See "Confirming the Setting for [Spooling at Host]," on p. 10-9)

1 **Select [Print] from the [File] menu in the application.**

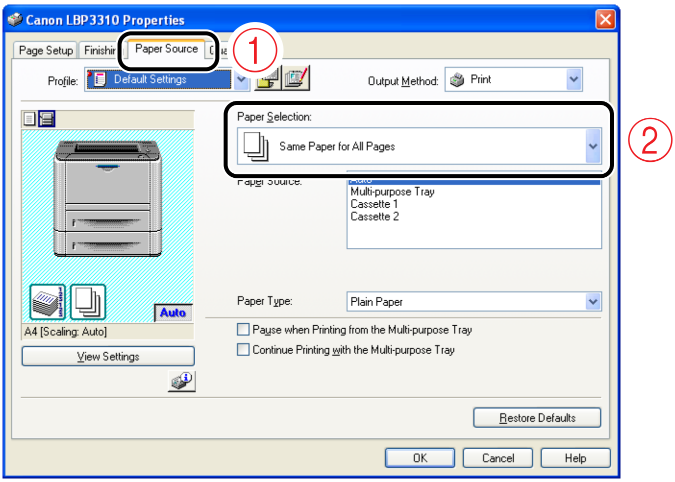
The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 **Select the name of this printer, then click [Properties] or [Preferences].**

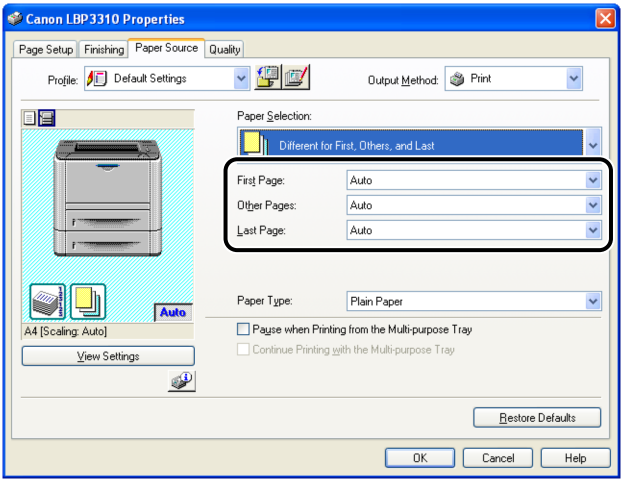
3 **Display the [Paper Source] sheet ①, then select the pages for which paper is specified in [Paper Selection] ②.**



IMPORTANT

[Different for Cover and Others] can be selected only if [Print Style] in the [Finishing] sheet is set to [Booklet Printing].

4 Specify the paper source.



5 Confirm the settings, then click [OK].

The [Print] dialog box reappears.

6 Click [OK] or [Print].

The printer starts printing.

6

Using the Various Printing Functions

Smoothing Out Rough-Textured Images

If image data such as photographic images are enlarged in size in an application and printed, the printed images may look rough or jagged. You can smooth out this kind of low-resolution image data.

1 **Select [Print] from the [File] menu in the application.**

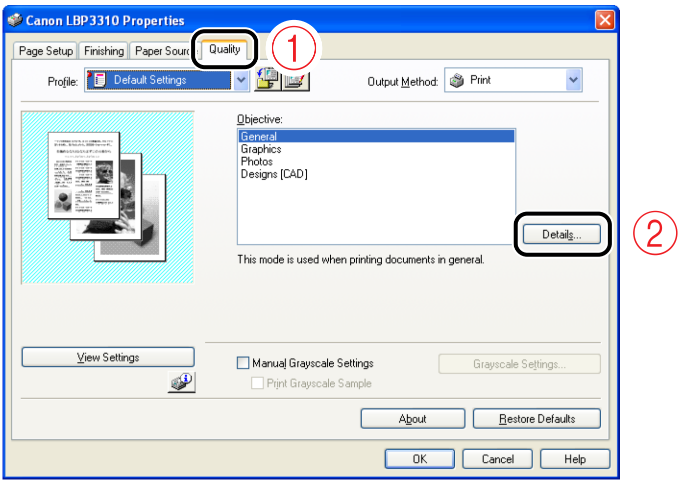
The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 **Select the name of this printer, then click [Properties] or [Preferences].**

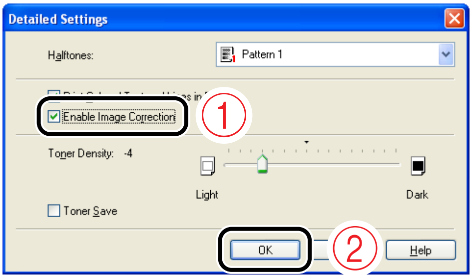
3 **Display the [Quality] sheet ①, then click [Details] ②.**



6

Using the Various Printing Functions

4 Select the [Enable Image Correction] check box ①, then click [OK] ②.



The [Quality] sheet reappears.

5 Click [OK].

The [Print] dialog box reappears.

6 Click [OK] or [Print].

The printer starts printing.

Printing with Toner Density Adjusted

You can print with toner density adjusted.

1 **Select [Print] from the [File] menu in the application.**

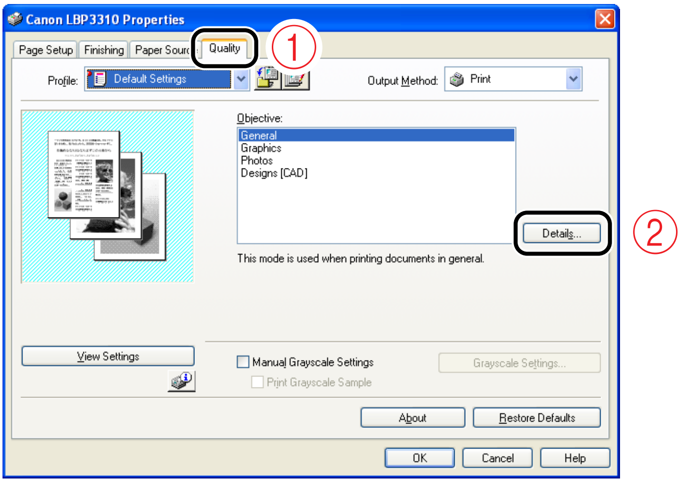
The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 **Select the name of this printer, then click [Properties] or [Preferences].**

3 **Display the [Quality] sheet ①, then click [Details] ②.**

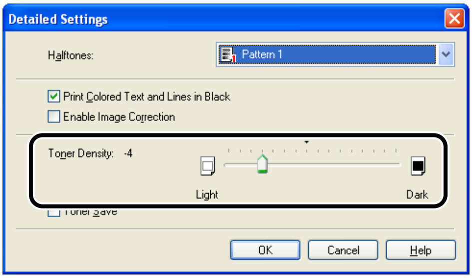


6

Using the Various Printing Functions

4 Adjust the toner density by dragging the [Toner Density] slider horizontally.

Move the slider to the right to make it darker and to the left to make it lighter.



5 Confirm the settings, then click [OK].

The [Quality] sheet reappears.

6 Click [OK].

The [Print] dialog box reappears.

7 Click [OK] or [Print].

The printer starts printing.

Printing with the Brightness and Contrast Adjusted

You can print with the brightness and contrast adjusted.

1 Select [Print] from the [File] menu in the application.

The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

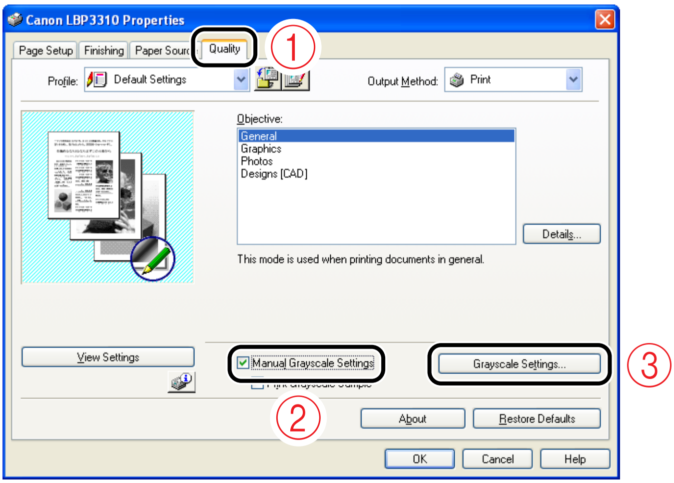
2 Select the name of this printer, then click [Properties] or [Preferences].

3 Perform the following procedure.

① Display the [Quality] sheet.

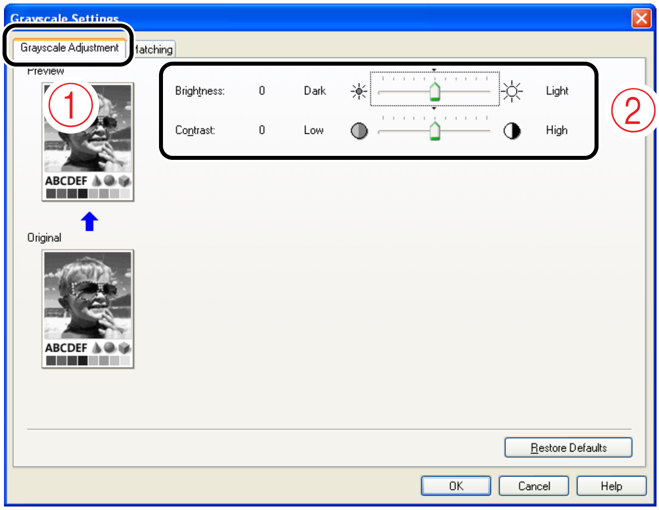
② Select the [Manual Grayscale Settings] check box.

③ Click [Grayscale Settings].



4 Display the [Grayscale Adjustment] sheet ①, then adjust the brightness and contrast for the print data ②.

Move the [Brightness] slider to the right to make it lighter and to the left to make it darker.
Move the [Contrast] slider to the right to make it higher and to the left to make it lower.



5 Confirm the settings, then click [OK].

The [Quality] sheet reappears.

6 Click [OK].

The [Print] dialog box reappears.

7 Click [OK] or [Print].

The printer starts printing.

You can print a sample with the brightness and contrast adjusted. For more details, see "Printing a Grayscale Sample," on p. 6-51.

Printing a Grayscale Sample

You can print an adjusted grayscale sample. [Preview] is printed in the center of the paper, and this is surrounded by images where [Brightness] and [Contrast] are changed by 1 unit in each of the corresponding directions.

IMPORTANT

Make sure that [Spooling at Host] in the [Device Settings] sheet is set to [Auto] before printing. (See "Confirming the Setting for [Spooling at Host]," on p. 10-9)

1 Select [Print] from the [File] menu in the application.

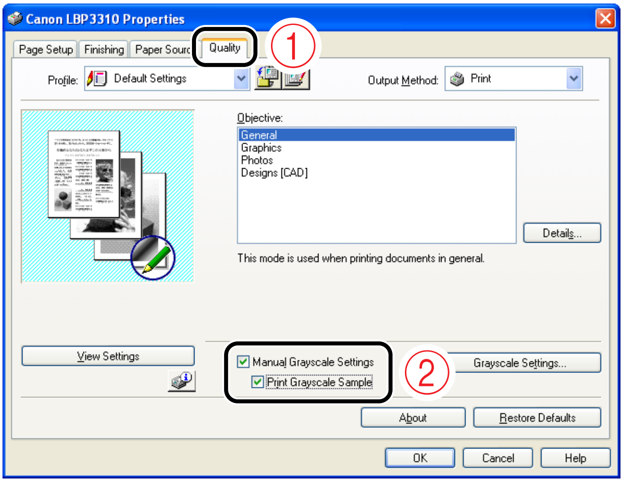
The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 Select the name of this printer, then click [Properties] or [Preferences].

3 Display the [Quality] sheet ①, then select the [Manual Grayscale Settings] check box and the [Print Grayscale Sample] check box ②.



IMPORTANT

When printing a grayscale sample, be sure to set [Page Layout] in the [Page Setup] sheet to [1 Page per Sheet].

4 Click [OK].

The [Print] dialog box reappears.

5 Click [OK] or [Print].

The grayscale sample is printed.

IMPORTANT

When you are finished with printing grayscale samples, clear the [Print Grayscale Sample] check box.

Using "Profiles"

Some printer driver settings that support various jobs are provided as the default "Profiles". You can perform printing with the most appropriate settings for your purpose by simply selecting the "Profile".

In addition to the default "Profiles", you can also add custom "Profiles".

NOTE

- Up to 50 "Profiles" for each user account can be added.
- If the printer name has been changed, any added "Profiles" cannot be used. To use the added "Profiles", change the printer name to its previous one.

Selecting a "Profile"

1 Select [Print] from the [File] menu in the application.

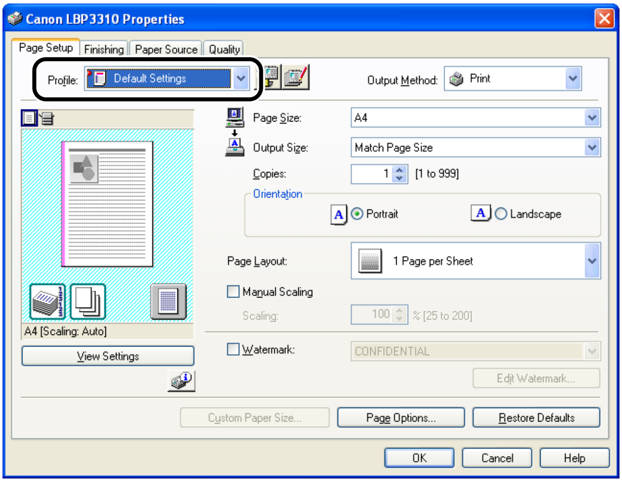
The [Print] dialog box is displayed.

NOTE

Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 Select the name of this printer, then click [Properties] or [Preferences].

3 Select the desired "Profile" from the [Profile] list.



4 Click [OK].

The [Print] dialog box reappears.

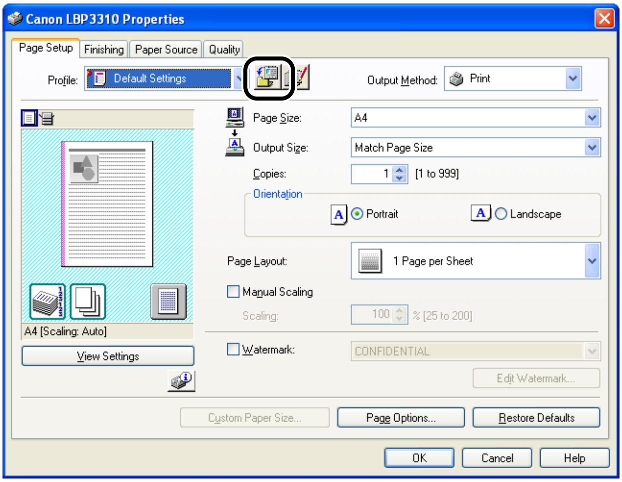
5 Click [OK] or [Print].

The printer starts printing.

Adding a "Profile"

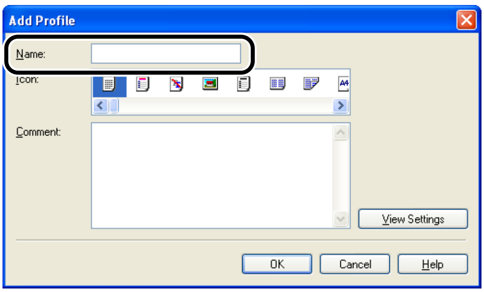
1 **In the [Page Setup], [Finishing], [Paper Source], and [Quality] sheets, specify the printer settings that you want to add.**

2 **Click [ ] (Add Profile).**



3 **Enter the name of the "Profile" in [Name].**

[Icon] allows you to select the icon for the "Profile".
Enter any comments in [Comment] as needed.

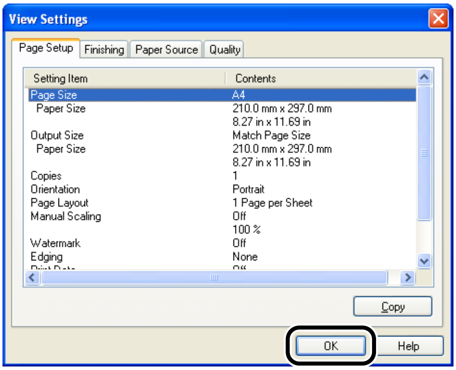


NOTE

You can enter up to 31 characters for [Name] and up to 255 characters for [Comment].

4 Confirm the printer settings in each sheet as needed.

1. Click [View Settings].
2. When [OK] is clicked, the [Add Profile] dialog box reappears.



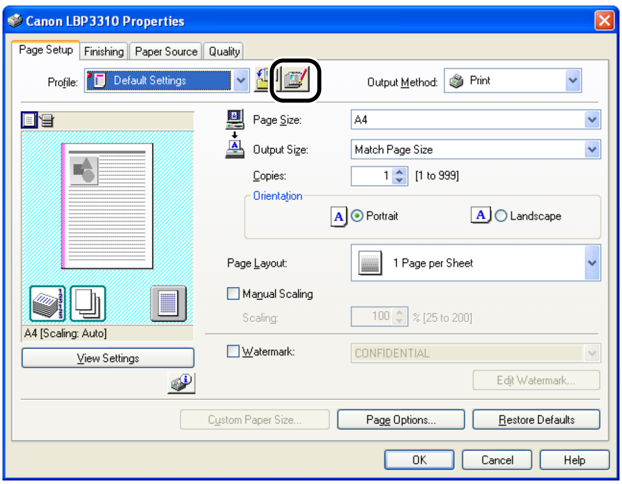
5 Click [OK].

The Properties dialog box reappears.
Make sure that the name of the added "Profile" is in [Profile].

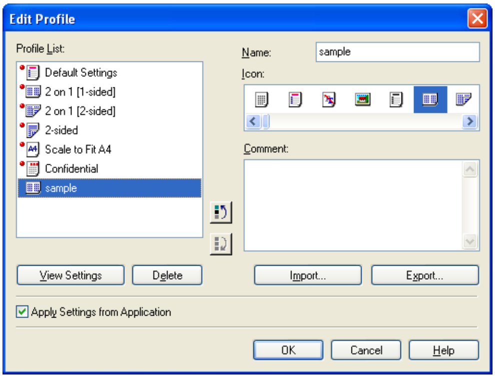
Editing a "Profile"

You can change information about an added "Profile" or export a "Profile" as a file.

1 Click [ ] (Edit Profile).



2 Edit information about the "Profiles".



NOTE

For more details on the settings, see Help. For details on methods for displaying Help, see "How to Use Help," on p. 5-24.

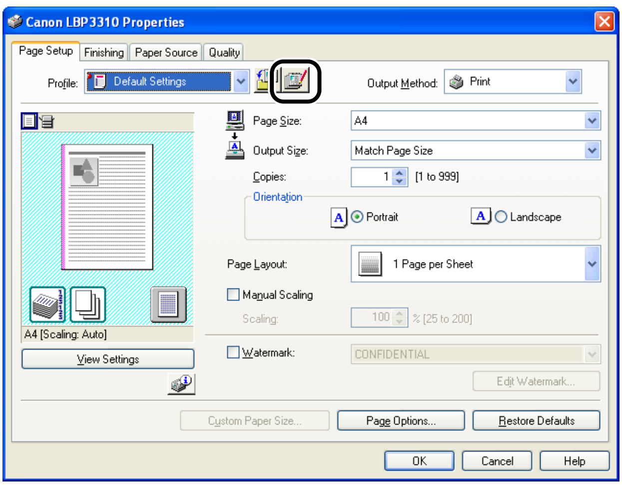
3 Click [OK].

The Properties dialog box reappears.

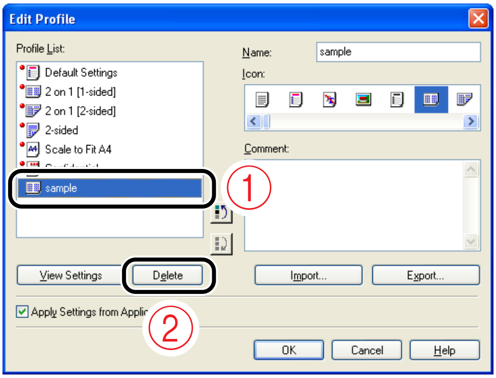
Deleting a "Profile"

You can delete an added "Profile".

1 Click [] (Edit Profile).



2 From [Profile List], select the custom "Profile" that you want to delete ① and click [Delete] ②.



IMPORTANT

You can delete only custom "Profiles". You cannot delete the default "Profiles". Also, you cannot delete the "Profile" currently selected in each sheet.

3 Click [OK].

The Properties dialog box reappears.

Editing Jobs with PageComposer

You can combine two jobs into one as well as change the job settings for the combined job. You can edit jobs of different applications.
You can also preview the job.

IMPORTANT

Make sure that [Spooling at Host] in the [Device Settings] sheet is set to [Auto] before printing. (See "Confirming the Setting for [Spooling at Host]," on p. 10-9)

1 Select [Print] from the [File] menu in the application.

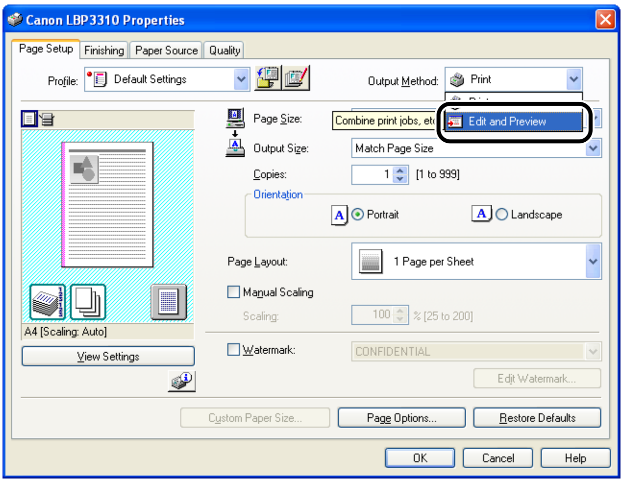
The [Print] dialog box is displayed.

NOTE

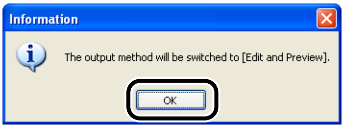
Printing procedures vary depending on the application you are using. For details on the printing procedures, see the instruction manual supplied with the application.

2 Select the name of this printer, then click [Properties] or [Preferences].

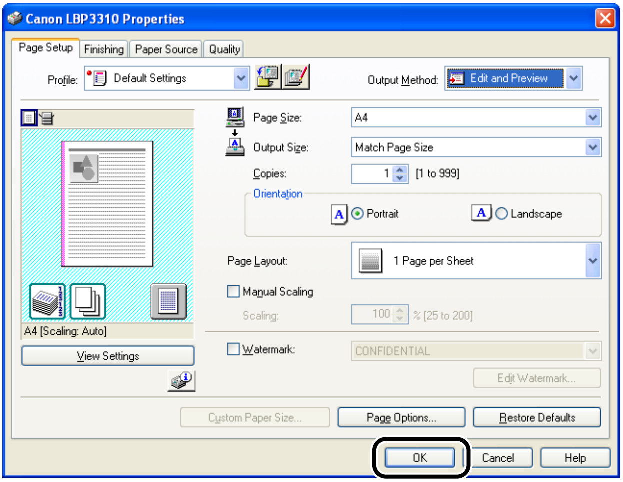
3 Select [Edit and Preview] from [Output Method].



4 Click [OK].



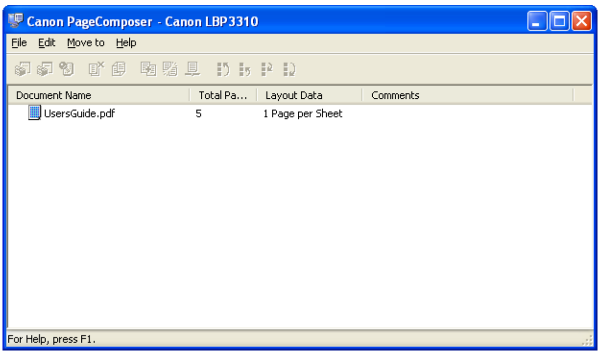
5 Specify the printing preferences in each sheet, then click [OK].



The [Print] dialog box reappears.

6 Click [OK] or [Print].

The list of jobs are displayed in the [Canon PageComposer] dialog box.



7 Repeat Step 1 to 6 to edit the desired jobs.

8 Edit the jobs on the list in the [Canon PageComposer] dialog box.

NOTE

- For more details on the setting procedures for the [Canon PageComposer] dialog box, see Help for Canon PageComposer.
- If the [Edit and Preview] mode is selected and [ ] (Lock) is set as the default values for printing preferences, the [Canon PageComposer] dialog box appears each time you print.
  For details on the procedure for changing the default values for printing preferences, see "Changing the Default Values for Printing Preferences," on p. 5-8.

Routine Maintenance

7
CHAPTER

This chapter describes the printer maintenance procedures, such as cartridge replacement and printer cleaning.

Replacing the Toner Cartridge

This section describes how to replace or handle the toner cartridge, as well as precautions on storing it.
Contact the store where you purchased the printer to obtain replacement toner cartridges.

IMPORTANT

A warning message does not appear on your computer even if the toner cartridge is reaching its lifetime. The case where white streaks appear on printed paper in longitudinal direction, or printed paper comes out faint or uneven can be used to estimate when the toner cartridge will need to be replaced. When you are replacing the toner cartridge, be sure to use a toner cartridge exclusively designed for this printer.

NOTE

- The lifetime of the toner cartridges (Canon Genuine Cartridges) designed for this printer is approximately 3,000 pages or 7,000 pages. The page counts are on the basis of "ISO/IEC 19752"* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of diagrams, charts, or graphs, the life of the toner cartridge will be shorter as they consume more toner.

  * "ISO/IEC 19752" is the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that may contain printer components" issued by ISO (International Organization for Standardization).

- This section describes the procedure, taking the toner cartridge with its lifetime of approximately 3,000 pages (Canon Genuine Cartridges) as an example.

Precautions on Replacing the Toner Cartridge

WARNING

Do not throw a used toner cartridge into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

CAUTION

Take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If your hands or clothing become stained with toner, wash them immediately with cold water. Washing them with warm water may fix the toner and make it not possible to remove the toner stains.

IMPORTANT

- Dispose of the packing materials according to local regulations.
- Be sure to use only the toner cartridges exclusively designed for this printer.

NOTE

- For details on handling the toner cartridge, see "Precautions for Handling the Toner Cartridge," on p. 7-15.
- The packing materials may be changed in form or placement, or may be added or removed without notice.

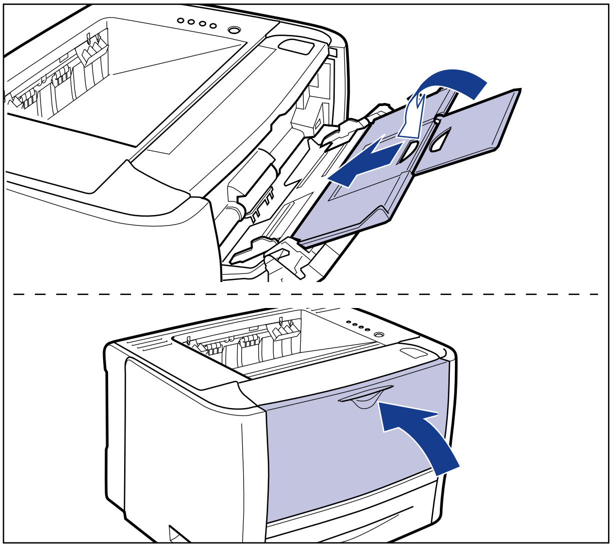
Before Replacing the Toner Cartridge

Toner cartridges are consumable products. If toner is not sufficient, the following symptoms occur.

- White streaks appear on the printed paper in longitudinal direction.
- The printed paper comes out faint or uneven.

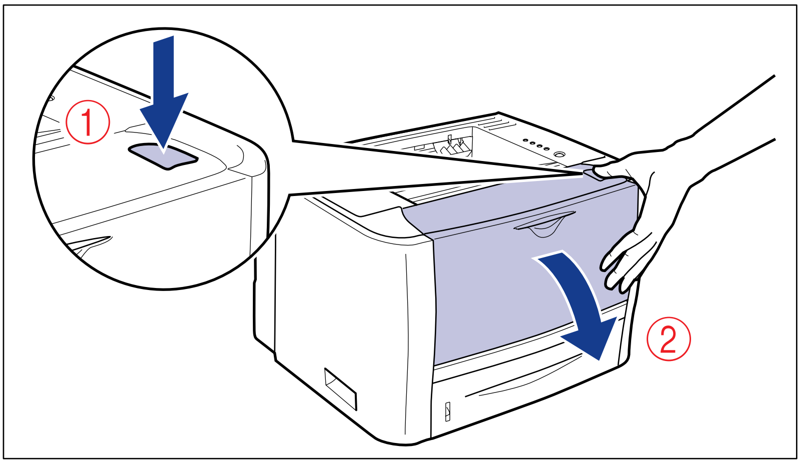
If this type of symptom occurs, perform the following procedure before replacing the toner cartridge. You may be able to print for a while until the toner is used up completely.

1 If you are using the multi-purpose tray, close it.

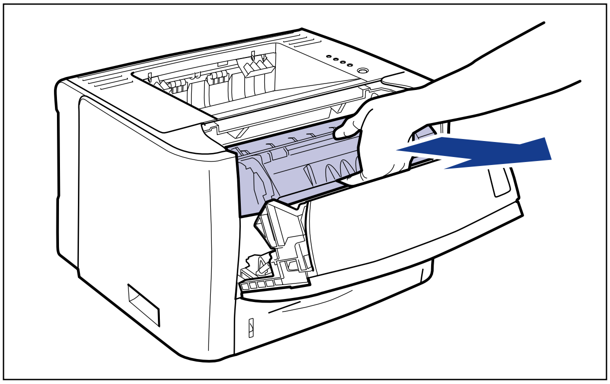


2 Open the front cover.

While pressing the open button on the top of the front cover ①, open it gently ②.

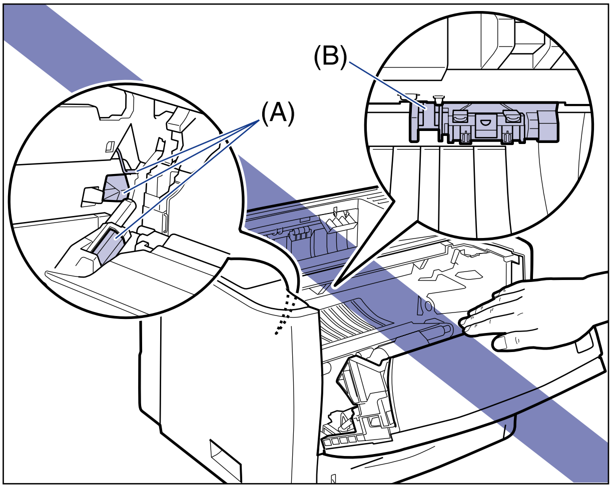


3 Remove the toner cartridge from the printer.



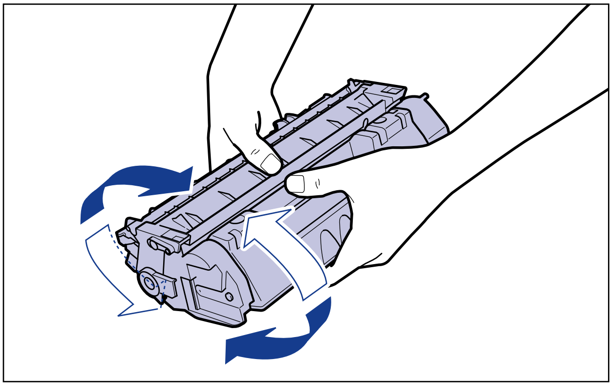
IMPORTANT

Do not touch the high-voltage contact (A) or the electrical contacts (B) shown in the figure, as this may result in damage to the printer.



4 Hold the toner cartridge as shown in the figure and shake it gently 5 or 6 times to evenly distribute the toner inside the cartridge.

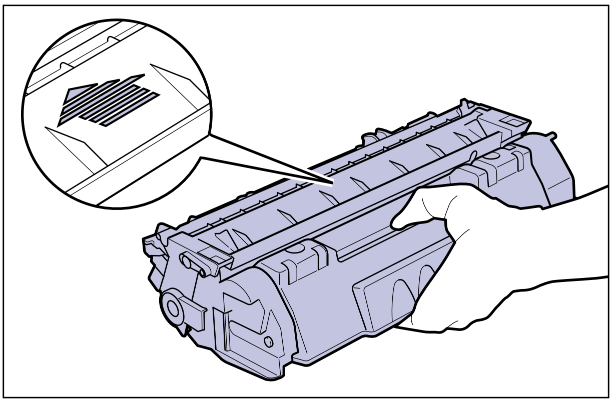
Be careful not to spill the toner.



IMPORTANT

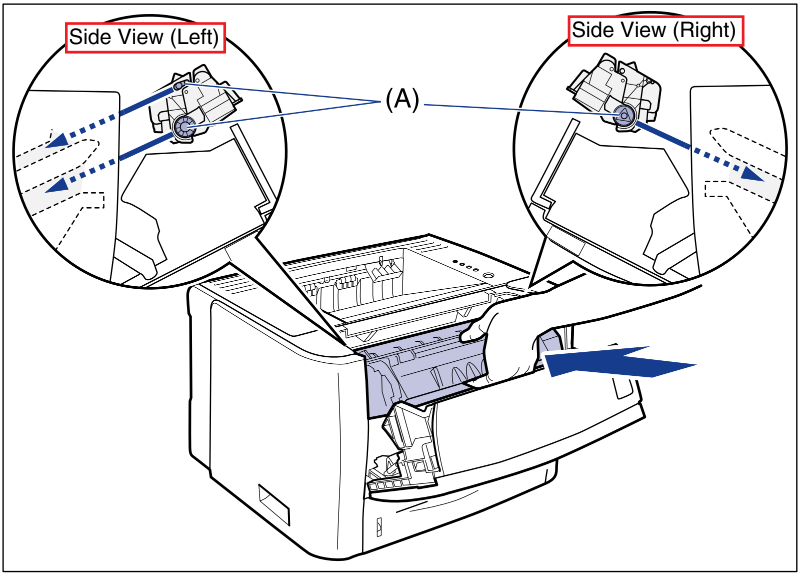
- If toner is not distributed evenly, this may result in deterioration in print quality.
- Be sure to shake the toner cartridge gently. If you do not shake the cartridge gently, toner may spill out.

5 Hold the toner cartridge properly with the arrowed side facing up as shown in the figure.



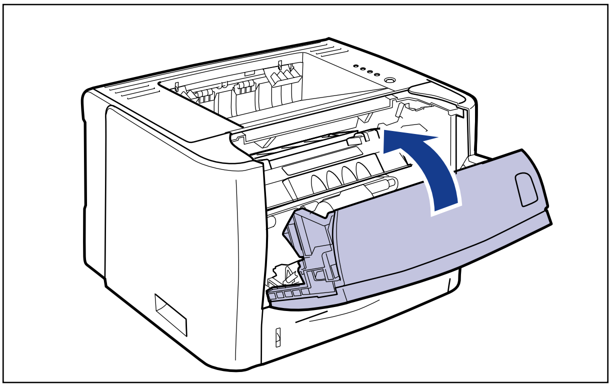
6 Install the toner cartridge.

Push the toner cartridge into the printer firmly until it touches the back of the printer while aligning (A) on both sides of the toner cartridge with the toner cartridge guides inside the printer.



7 Close the front cover.

Close the front cover gently and firmly.



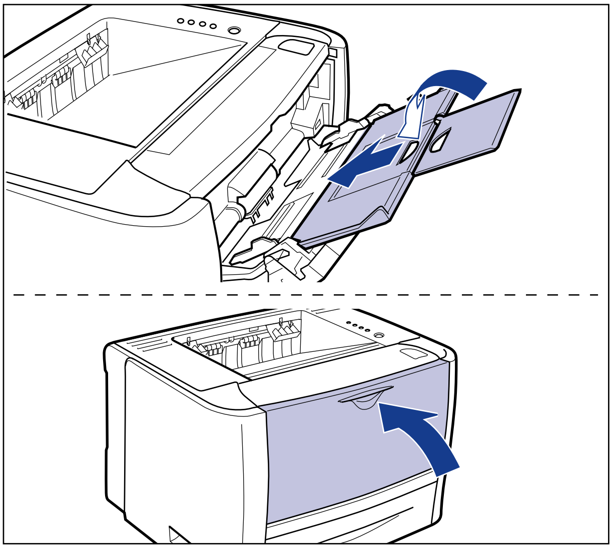
IMPORTANT

- If you cannot close the front cover, make sure that the toner cartridge is installed properly. If you try to close the front cover forcefully, this may result in damage to the printer.
- Do not leave the front cover open for a long time after installing the toner cartridge. This may result in deterioration in print quality.

If the print is too thin even after performing the procedure above, replace the toner cartridge with a new one.

Replacing the Toner Cartridge

1 If you are using the multi-purpose tray, close it.

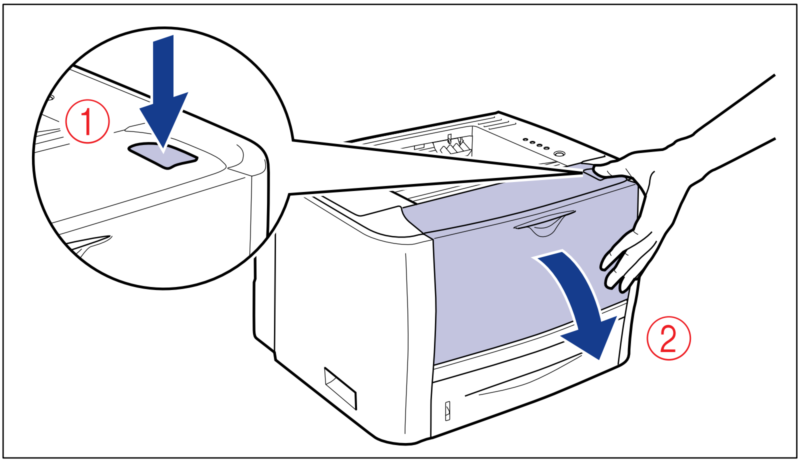


7

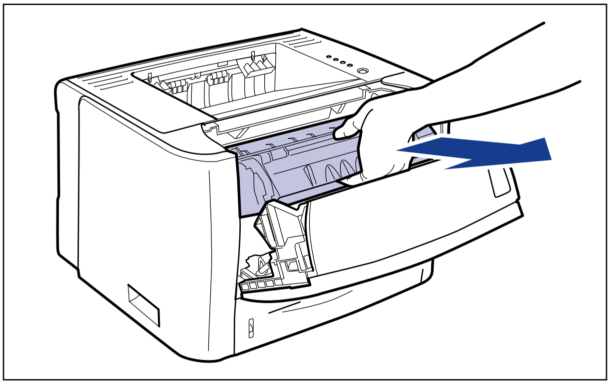
Routine Maintenance

2 Open the front cover.

While pressing the open button on the top of the front cover ①, open it gently ②.

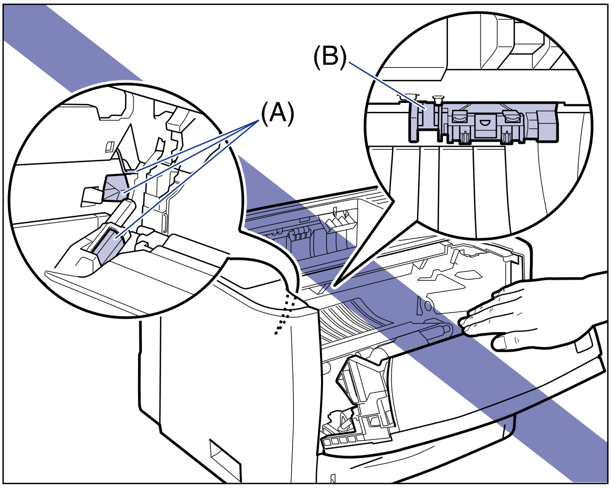


3 Remove the toner cartridge from the printer.



IMPORTANT

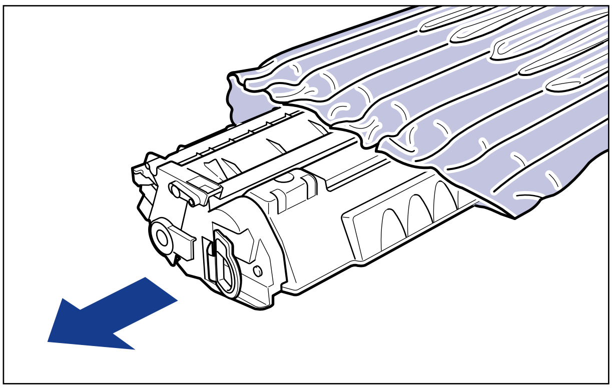
Do not touch the high-voltage contact (A) or the electrical contacts (B) shown in the figure, as this may result in damage to the printer.



4 Take the new toner cartridge out of the box.

5 Take the toner cartridge out of the protective bag.

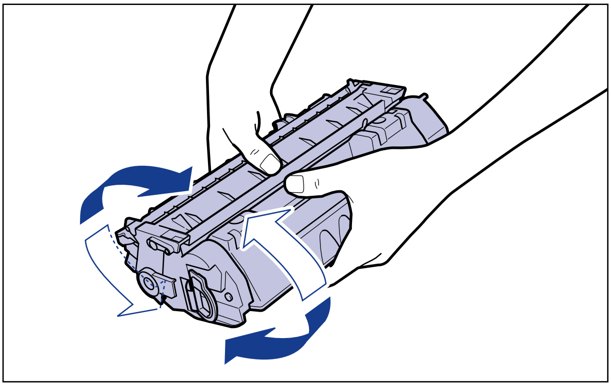
There is a notch near the arrow on the protective bag, so you can tear it open. However, if you cannot tear it open, use scissors to open the protective bag so as not to damage the toner cartridge.



IMPORTANT

Keep the protective bag for the toner cartridge. You will need it when you take out the toner cartridge for printer maintenance or other purposes.

6 **Hold the toner cartridge as shown in the figure and shake it gently 5 or 6 times to evenly distribute the toner inside the cartridge.**



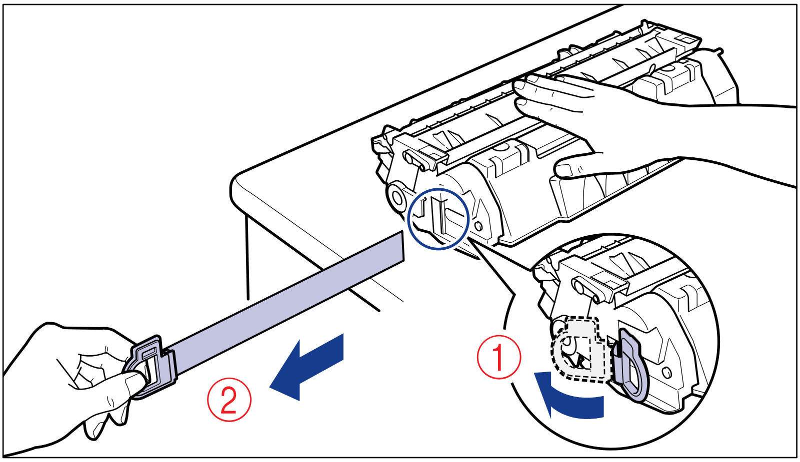
IMPORTANT

- If toner is not distributed evenly, this may result in deterioration in print quality. Do not skip this step.
- Be sure to shake the toner cartridge gently. If you do not shake the cartridge gently, toner may spill out.

7 **Place the toner cartridge on a flat surface.**

8 Pull out the sealing tape.

While holding the toner cartridge steady ①, hook your fingers into the tab and fold it back.
Pull out the sealing tape (approx. 45 cm long) straight in the direction of the arrow gently ②.

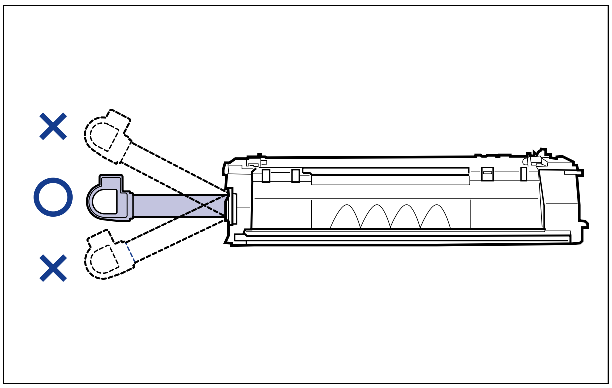


CAUTION

If the sealing tape is pulled out forcefully or stopped at midpoint, toner may spill out. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

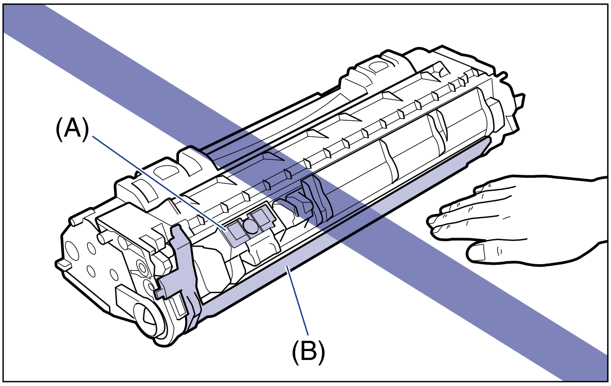
IMPORTANT

- Do not pull the sealing tape diagonally, upwards, or downwards. If the tape is severed, this may become difficult to pull out completely.

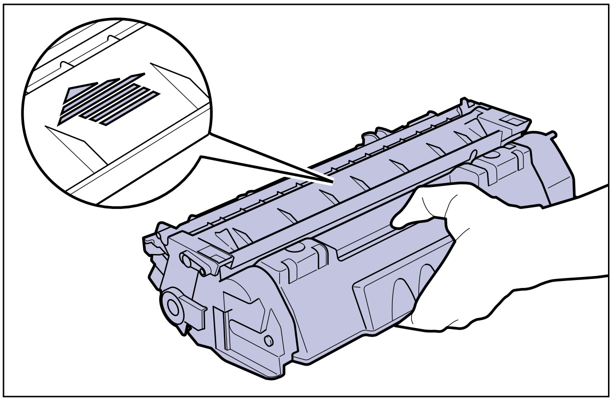


- Pull out the sealing tape completely from the toner cartridge. If any tape remains in the toner cartridge, this may result in poor print quality.

- When pulling out the sealing tape, be careful not to touch the toner cartridge memory (A) or not to hold the drum protective shutter (B) with your hands.

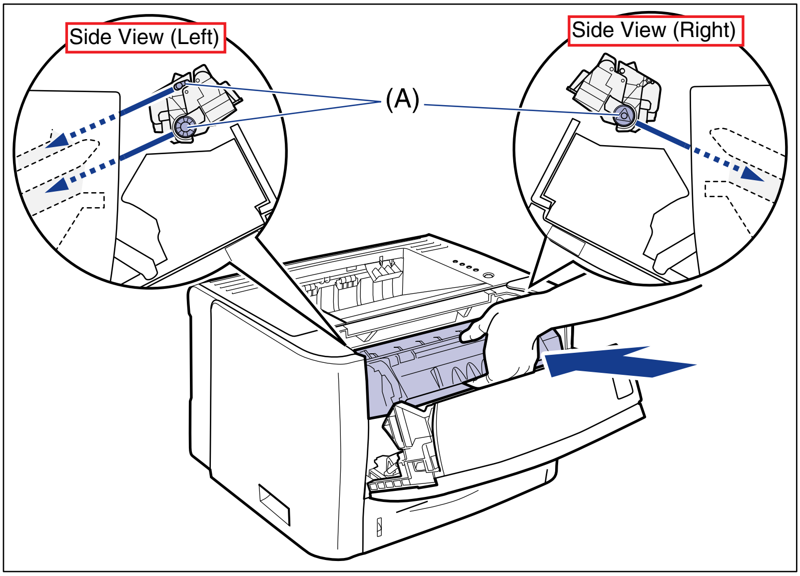


9 Hold the toner cartridge properly with the arrowed side facing up as shown in the figure.



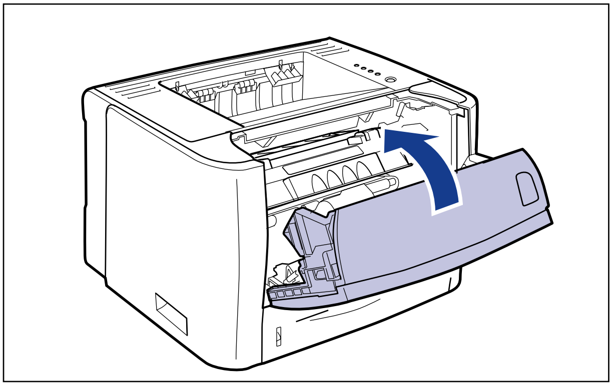
10 Install the toner cartridge.

Push the toner cartridge into the printer firmly until it touches the back of the printer while aligning (A) on both sides of the toner cartridge with the toner cartridge guides inside the printer.



11 Close the front cover.

Close the front cover gently and firmly.



IMPORTANT

- If you cannot close the front cover, make sure that the toner cartridge is installed properly. If you try to close the front cover forcefully, this may result in damage to the printer.
- Do not leave the front cover open for a long time after installing the toner cartridge. This may result in deterioration in print quality.

Precautions for Handling the Toner Cartridge

The toner cartridge consists of light-sensitive components and intricate mechanical components. Handling the toner cartridge without due care may lead to damage to the toner cartridge or deterioration in print quality. Be careful of the following points when removing or installing the toner cartridge.

WARNING

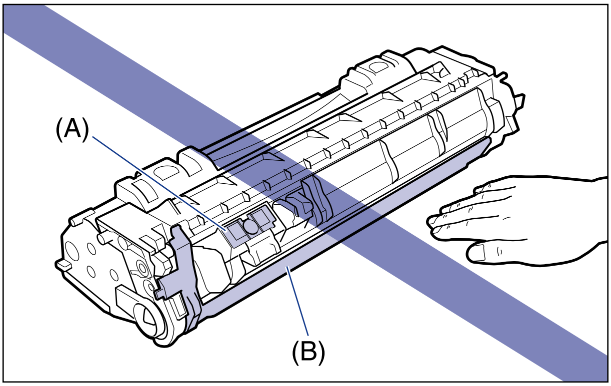
Do not throw a used toner cartridge into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

CAUTION

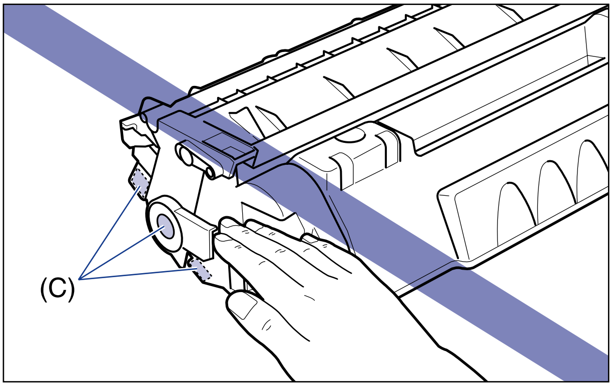
Take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If your hands or clothing become stained with toner, wash them immediately with cold water. Washing them with warm water may fix the toner and make it not possible to remove the toner stains.

IMPORTANT

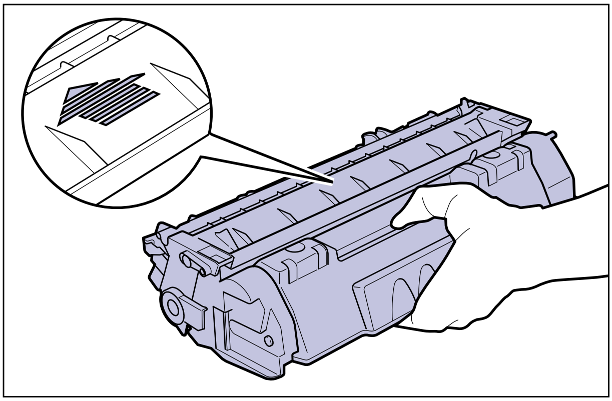
- When you take the toner cartridge out of the printer for servicing the printer, immediately place the toner cartridge into the original protective bag or wrap it with a thick cloth.
- Do not expose the toner cartridge to direct sunlight or strong light.
- Do not jolt the toner cartridge memory (A) or bring it near a magnetic field. This may result in damage to the cartridge. Also, print quality may deteriorate if you touch or damage the photosensitive drum inside the toner cartridge. Do not touch or open the drum protective shutter (B).



- Be careful not to hold or touch areas that are not specified in this procedure, such as the electrical contacts (C). This may result in damage to the cartridge.



- Handle the toner cartridge properly with the arrowed side facing up as shown in the figure. Do not place it vertically or upside-down.



- Do not attempt to disassemble or modify the toner cartridge.
- Condensation may form in and on the toner cartridge if it is brought into an environment that exposes it to sudden changes in temperature and/or humidity. If you move the toner cartridge to a location that is warmer or has higher humidity, leave the cartridge in the new location for 2 hours or longer without opening the protective bag to allow it to adjust to the new temperature.
- Be sure to use a new toner cartridge before the expiration date indicated on the package.
- Keep the toner cartridge away from products that generate magnetism, such as monitors or computers.
- A toner cartridge is a magnetic product. Keep the toner cartridge away from products that may be damaged by magnetism, such as a floppy disk or disk drive. This may lead to damage to data.

Storing the Toner Cartridge

Be careful of the following points when storing a new toner cartridge or handling a toner cartridge that has been taken out of the printer for maintenance or moving the printer.

IMPORTANT

- Do not take a new toner cartridge out of the protective bag until it is ready to be used.
- When you take the toner cartridge out of the printer for printer maintenance or other reasons, immediately place the toner cartridge into the original protective bag or wrap it with a thick cloth.
- Do not place it vertically or upside-down. Store the toner cartridge in the same orientation as when installed in the printer.
- Do not store the toner cartridge in a place exposed to direct sunlight.
- Do not store the cartridge in a hot or humid place, or a place where the temperature and humidity can change significantly.

  Storage temperature range: 0 to 35 °C (32 to 95 °F)
  Storage humidity range: 35 to 85 % RH (no condensation)
- Do not store the toner cartridge in a place where corrosive gases, such as ammonia, are generated, or where a considerable amount of salt is contained in the air, or where there is a lot of dust.
- Keep the toner cartridge out of the reach of small children.
- Keep the toner cartridge away from products that may be damaged by magnetism, such as a floppy disk or disk drive.

■ Condensation

Even within the storable humidity range, water droplets may develop both inside and outside of the toner cartridge due to the difference in temperature. The development of water droplets is called condensation. Condensation will adversely affect the quality of the toner cartridge.

Cleaning the Fixing Roller

If the front or back of the printed paper has smudge marks, clean the fixing roller using the following procedure. Print quality deterioration can be prevented by cleaning the fixing roller.

IMPORTANT

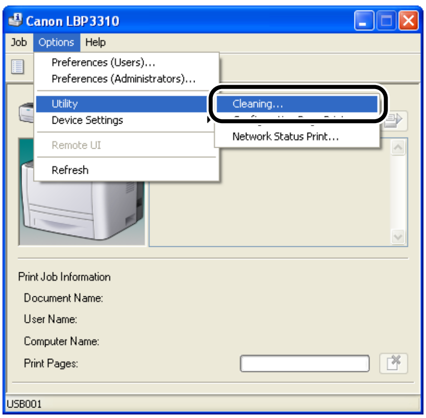
The cleaning page cannot be printed on any paper other than A4. Be sure to use A4 size paper.

1 **Load A4-size paper in the multi-purpose tray or paper cassette.**

2 **Display the Printer Status Window.**

For details on methods for displaying the Printer Status Window, see "Displaying the Printer Status Window," on p. 5-35.

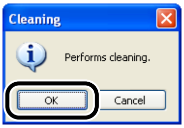
3 **From the [Options] menu, select [Utility] → [Cleaning].**



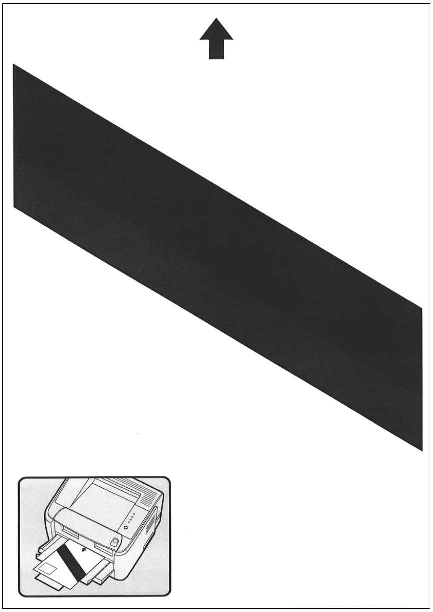
7

Routine Maintenance

4 Click [OK].

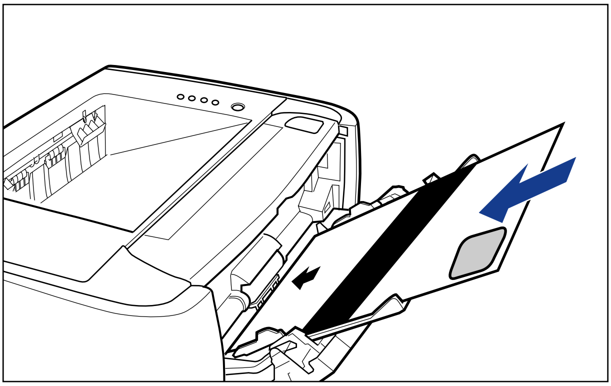


The cleaning page is printed.



5 If any paper is loaded in the multi-purpose tray, remove it.

6 Load the cleaning page in the multi-purpose tray with the printed side facing up.



The paper is fed into the printer slowly, and the printer starts cleaning the fixing roller.

NOTE

• Cleaning takes approximately 80 seconds.

• The cleaning process cannot be canceled. Please wait until it is completed.

Cleaning the Outside of the Printer

Periodically clean the outer surfaces and ventilation slots of the printer to maintain the optimal printing quality. When cleaning the printer, be careful of the following points in order to prevent electrical shocks or printer malfunctions.

WARNING

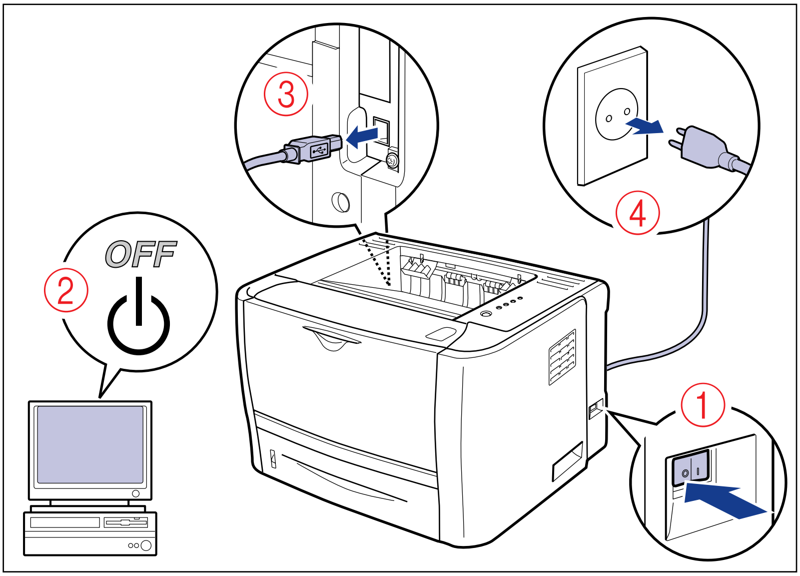
- **When cleaning the printer, turn OFF the main power switch, and then unplug the power plug. Failure to observe these steps may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the printer, this may result in a fire or electrical shock.**

IMPORTANT

- Do not use a cleaning agent other than water or a mild detergent diluted with water, as this may deform or crack the plastic materials in the printer.
- When using a mild detergent, be sure to dilute it with water.
- Grease or oil does not have to be applied to this printer. Do not apply grease or oil.

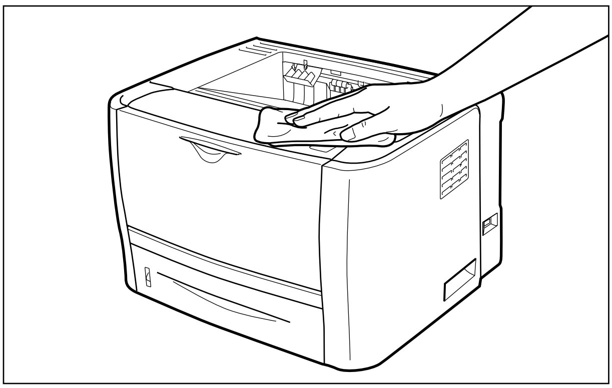
1 Turn the printer OFF, then disconnect the cables from the printer.

Turn the printer OFF ①.
If a USB cable is connected, turn the computer off ②, and then disconnect the USB cable from the printer ③.
Disconnect the power plug from the AC power outlet ④.



2 Firmly wring a soft cloth dampened with water or a mild detergent diluted with water, and wipe off the dirt.

If you use a mild detergent for cleaning, be sure to wipe away the detergent with a soft cloth dampened with water.



3 **After wiping off the dirt, wipe the printer with a dry cloth.**

4 **When the printer is completely dry, plug the power plug into the AC power outlet.**

5 **Connect the USB cable to the printer as needed.**

Moving the Printer

When changing the location of the printer or moving the printer for maintenance, be sure to perform the following procedure.

CAUTION

Do not carry the printer with the paper cassette attached. If you do so, the paper cassette may drop, resulting in personal injury.

IMPORTANT

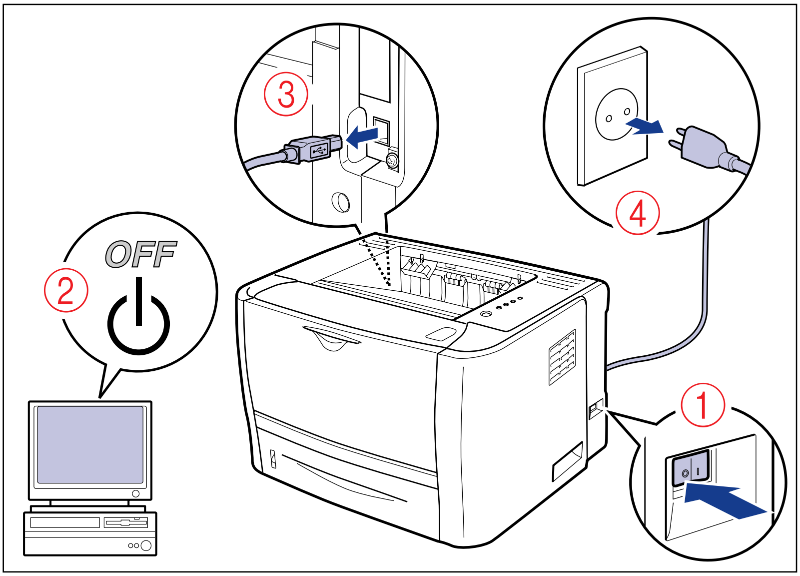
Make sure that the front cover and multi-purpose tray are closed before carrying the printer.

NOTE

For details on the installation site, see "Installation Site," on p. 2-3.

1 Turn the printer OFF, then disconnect the cables from the printer.

Turn the printer OFF ①.
If a USB cable is connected, turn the computer off ②, and then disconnect the USB cable from the printer ③.
Disconnect the power plug from the AC power outlet ④.



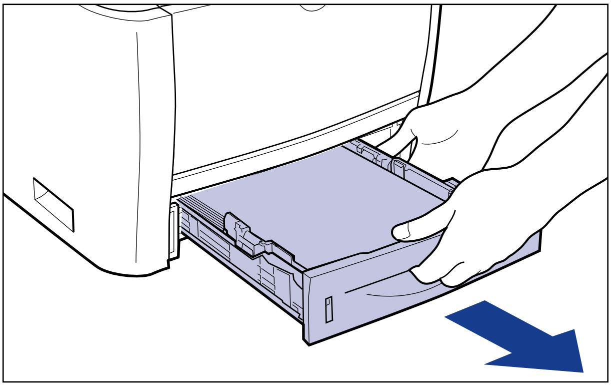
WARNING

Be sure to turn the printer and computer OFF, unplug the power plug, and then disconnect all the interface cables from the printer before moving the printer. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.

2 Remove the power cord from the printer.

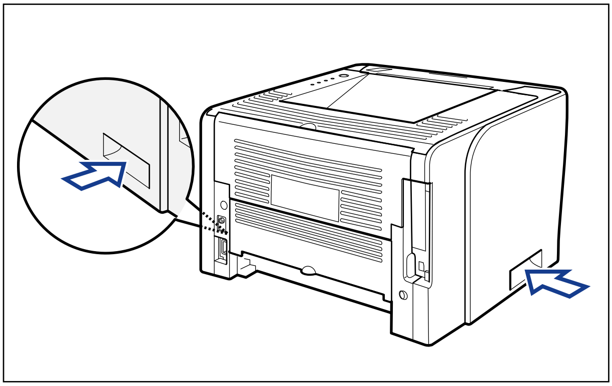
3 If a LAN cable is connected, disconnect it from the network board.

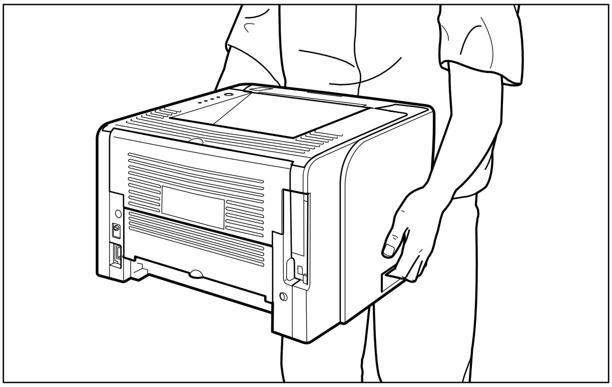
4 Pull out the paper cassette.



5 Move the printer from the installation site.

From the front side, securely hold the printer by the lift handles on the lower portion of the printer with both hands.

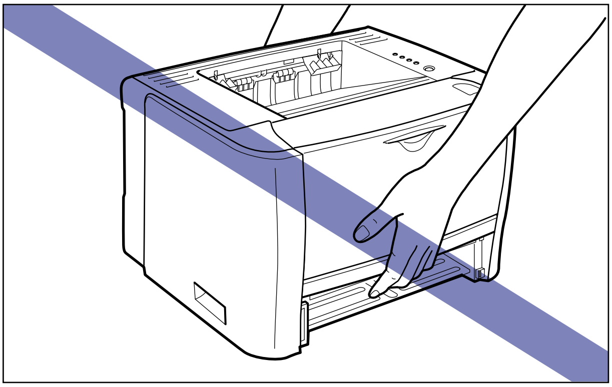


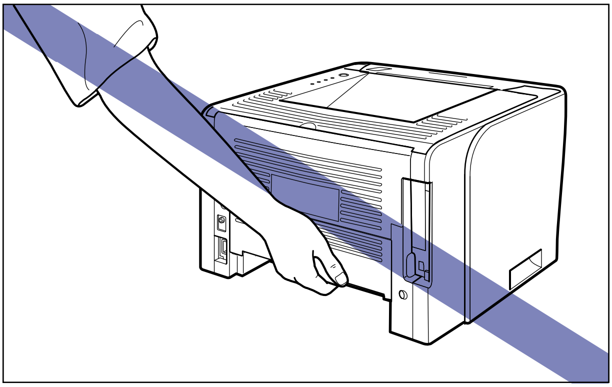


CAUTION

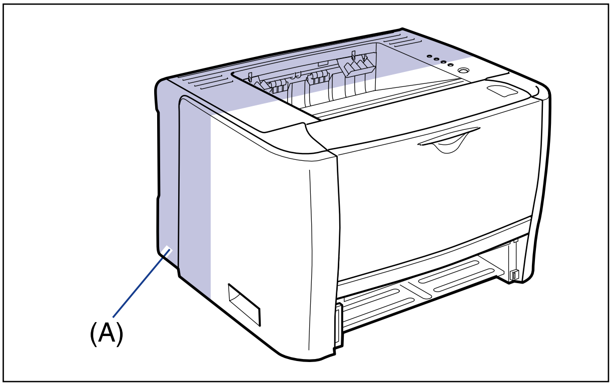
- **This printer weighs approximately 11 kg without the paper cassette installed. Please be careful not to hurt your back or other portions of your body when carrying the printer.**

- **Do not hold the printer by the front portion, rear portion, or any portions other than the lift handles. If you do so, you may drop the printer, resulting in personal injury.**

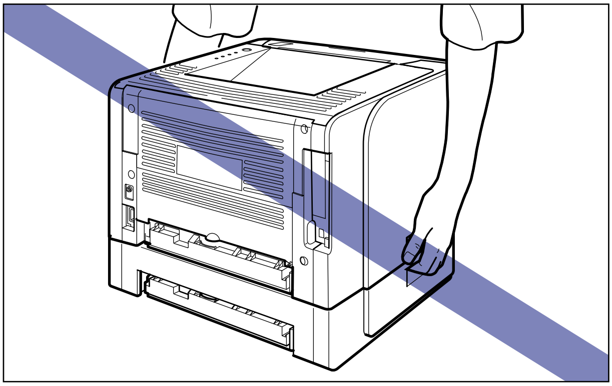




- **The rear portion (A) of the printer is relatively heavy. Be careful not to become off-balance when lifting the printer. If you do so, you may drop the printer, resulting in personal injury.**



- **Do not carry the printer with the paper feeder installed. If you do so, the paper feeder may drop resulting in personal injury.**



NOTE

If the optional paper feeder has been installed in the printer, place the paper feeder at the new installation site before carrying the printer to the site. For details on the procedure for installing the paper feeder, see "Paper Feeder," on p. 9-2.

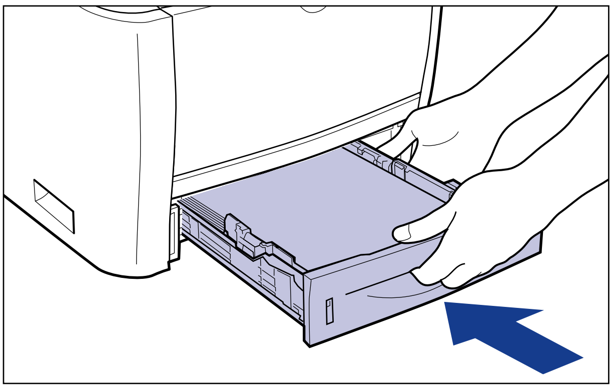
6 Put the printer down carefully at the new installation site.

CAUTION

Put the printer down slowly and carefully. Be careful not to hurt your hands.

7 Set the paper cassette in the printer.

Push the paper cassette into the printer firmly until the front side of the paper cassette is flush with the front surface of the printer.



CAUTION

When setting the paper cassette in the printer, be careful not to catch your fingers.

8 Connect the LAN cable to the network board as needed.

9 Connect the power cord to the printer.

10 Plug the power plug into the AC power outlet.

11 Connect the USB cable to the printer as needed.

● **Transporting the Printer**

When transporting the printer for such situations as relocating, remove the toner cartridge from the printer and securely pack the printer and the parts in the original box along with the original packing materials in order to prevent them from being damaged while being transported.

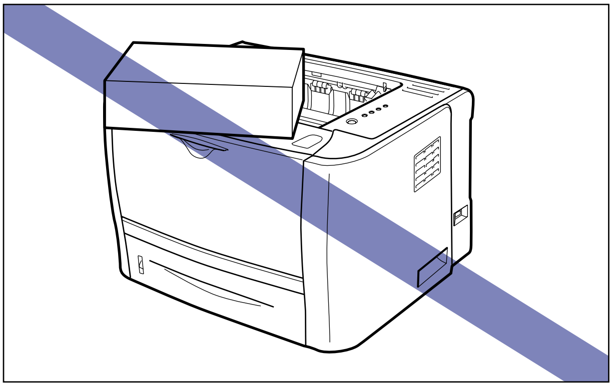
If the original box and packing materials are not available, find an appropriate box along with packing materials and pack the printer and the parts appropriately.

Handling the Printer

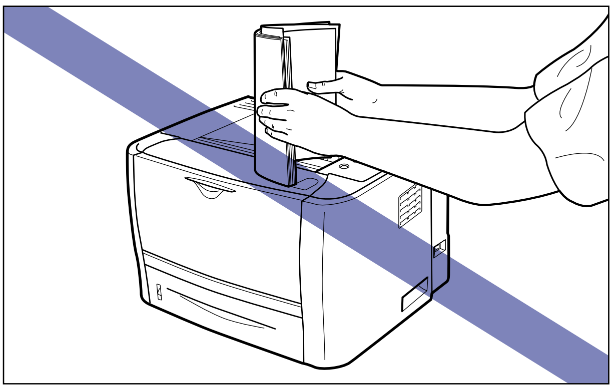
This printer consists of various electronic and precision optical parts. Read the following section so that you can handle the printer properly.

IMPORTANT

- For details on handling the printer, also read "Important Safety Instructions" (See p. xviii).
- Do not place any objects other than printing paper on the printer, trays, or covers. This may result in damage to the printer.

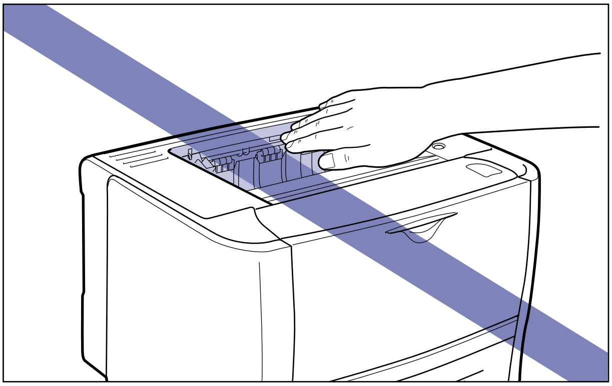


- Do not leave any covers open longer than required. Exposing the printer to direct sunlight or strong light may result in deterioration in print quality.
- Avoid shaking the printer. This may result in poor print quality or damage to the printer.



- Do not open the covers on the printer during printing. This may result in damage to the printer.

- Handle each cover gently when opening or closing it. Failure to do so may result in damage to the printer.
- If you want to put a cover on the printer to prevent dust from entering the printer, turn the power OFF and allow the printer to cool down sufficiently before covering the printer.
- If you do not plan to use the printer for a long period of time, unplug the power plug from the AC power outlet.
- Do not use or store the printer in a room where chemicals are used.
- The face-down output tray and its surroundings become hot during or immediately after using the printer. Do not touch the face-down output tray and its surroundings when removing the jammed paper or performing the related operation.



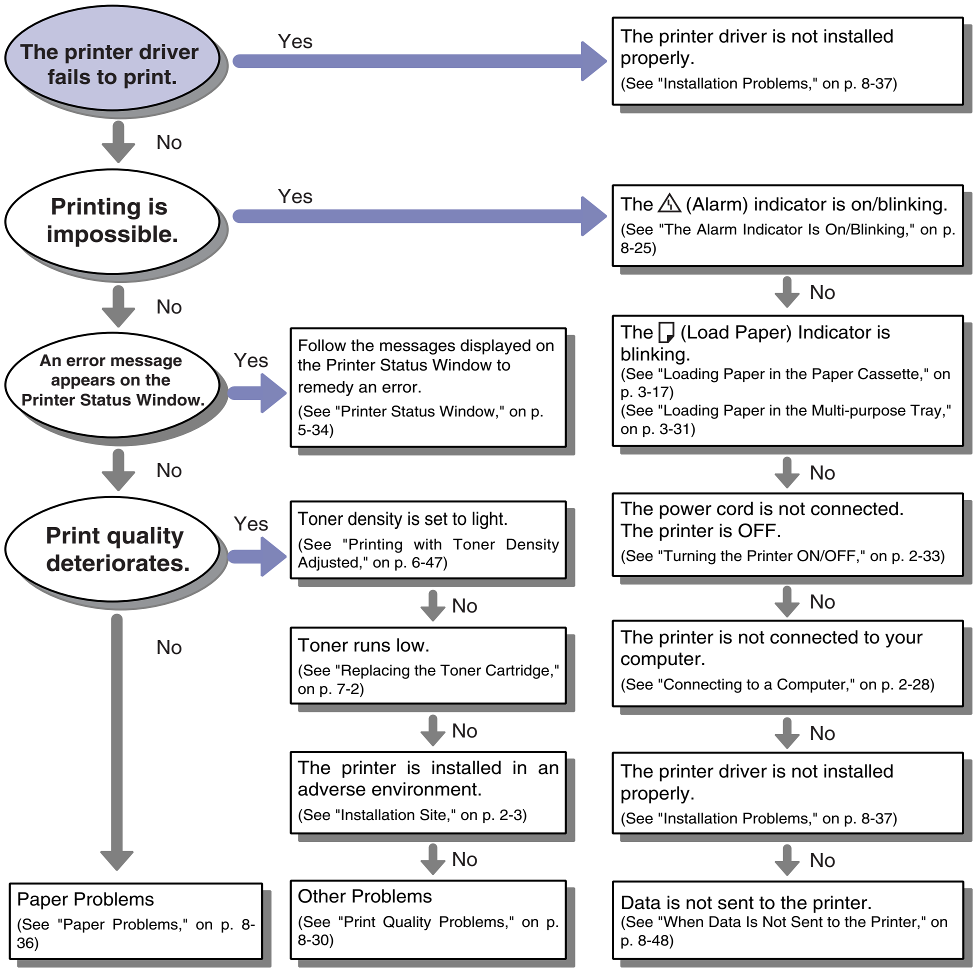
Troubleshooting

8 CHAPTER

This chapter describes the remedies for problems such as a paper jam or poor print quality.

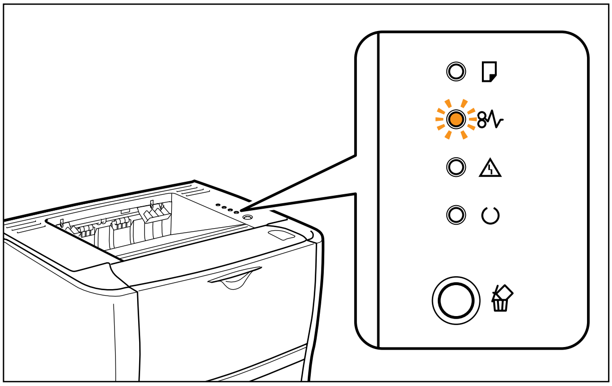
Troubleshooting Flowchart

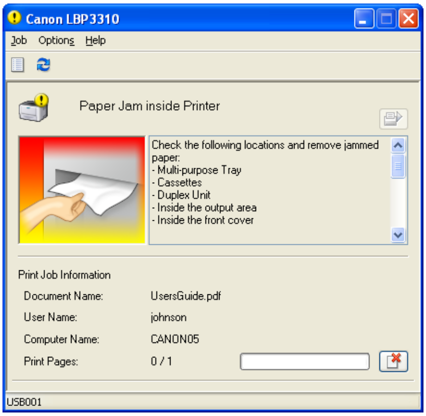
If any problems occur while you are using the printer, follow the flow chart shown below to check the problem.



Paper Jams

If a paper jam occurs during printing, the 8⁄∿ (Paper Jam) indicator (orange) blinks, and the following messages appear in the Printer Status Window.





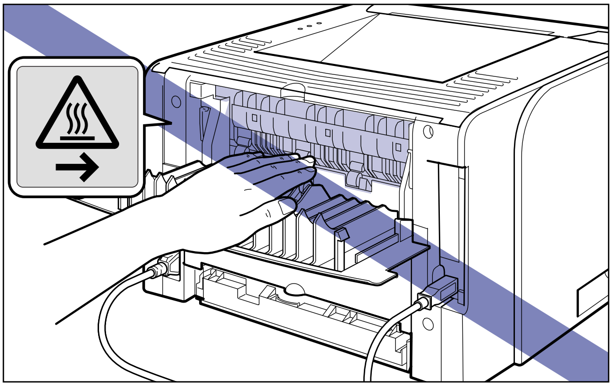
Precautions on Clearing Paper Jams

⚠ **WARNING**

There are some areas inside the printer which are subject to high voltages. When removing jammed paper or when inspecting the inside of the printer, do not allow necklaces, bracelets, or other metal objects to touch the inside of the printer, as this may result in burns or electrical shock.

CAUTION

- **The fixing unit and its surroundings inside the printer are hot during use. Make sure the fixing unit is completely cool before removing the jammed paper. Touching the fixing unit while it is still hot may result in burns.**
- **The face-up output slot and its surroundings become hot during or immediately after using the printer. Do not touch the face-up output slot and its surroundings, as doing so may result in burns.**

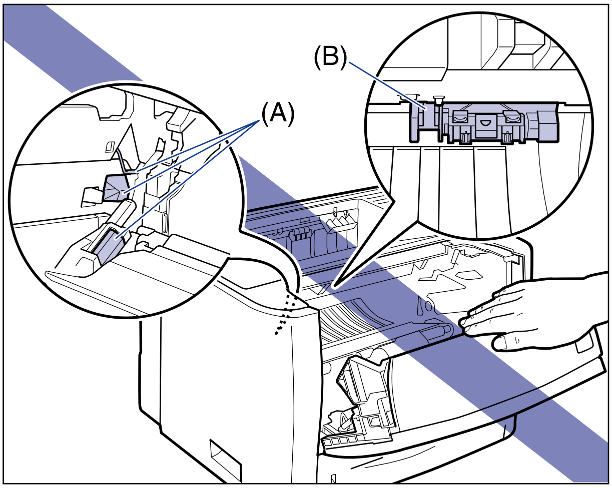


- **The paper may be hot immediately after being output. Be careful when removing the paper as well as when aligning the removed paper, especially after printing continuously. Otherwise, this may result in burns.**
- **When removing jammed paper, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If your hands or clothing become stained with toner, wash them immediately with cold water. Washing them with warm water may fix the toner and make it not possible to remove the toner stains.**
- **When removing paper jammed inside the printer, remove the jammed paper gently to prevent the toner on the paper from dispersing and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When removing jammed paper, take care not to cut your hands with the edges of the paper.**
- **Keep your hands or clothing away from the roller in the output area after removing jammed paper completely. Even if the printer is not printing, sudden rotation of the roller may catch your hands or clothing, resulting in personal injury.**

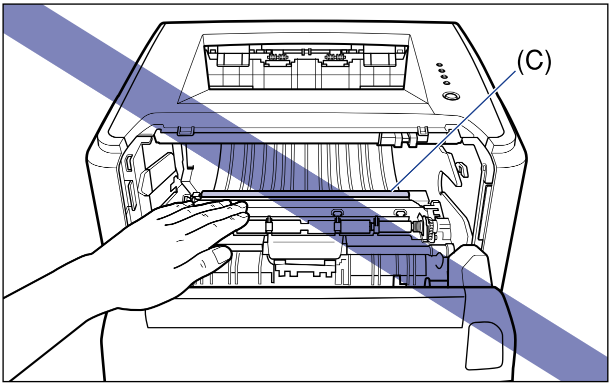
IMPORTANT

- Remove jammed paper while the power of the printer is ON. If the power is turned OFF, the data being printed will be deleted.
- Applying excess force may result in tearing paper or damaging the parts in the printer. When removing jammed paper, pull out the paper in the most appropriate direction, judging from the position of the paper.
- If paper is torn, be sure to find and remove any remaining pieces of paper.

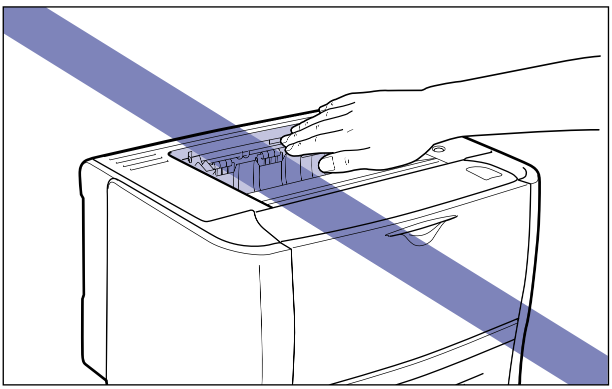
- Do not touch the high-voltage contact (A) or the electrical contacts (B) shown in the figure, as this may result in damage to the printer.



- Do not touch the transfer roller (C), as this may result in deterioration in print quality.



- The face-down output tray and its surroundings become hot during or immediately after using the printer. Do not touch the face-down output tray and its surroundings when removing the jammed paper or performing the related operation.

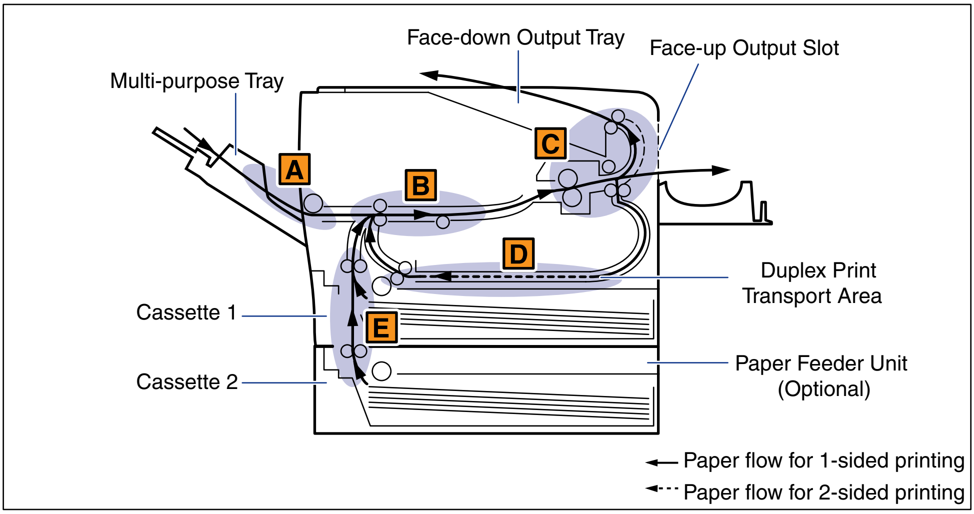


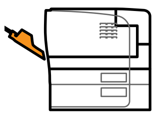
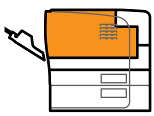
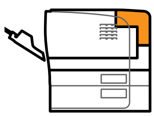
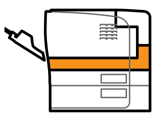
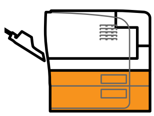
8

Troubleshooting

Paper Jam Area

The messages displayed in the Printer Status Window indicate where the paper is jammed, and there are the following kinds.



Paper Jam Area		Paper Jam Area Mark*	Message
A	Multi-purpose tray		<Multi-purpose Tray>
B	Inside the front cover		<Inside the front cover>
C	Output area		<Inside the output area>
D	Duplex print transport area		<Duplex Unit>
E	Cassette 1, Cassette 2		<Cassettes>

* In "Precautions on Clearing Paper Jams" (See p. 8-3), this mark is attached to the left of each step, indicating the paper jam area where the operation described in the step is required.

Procedure for Clearing Paper Jams

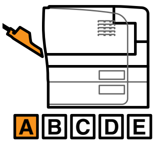
Follow the instructions below to remove the jammed paper.

IMPORTANT

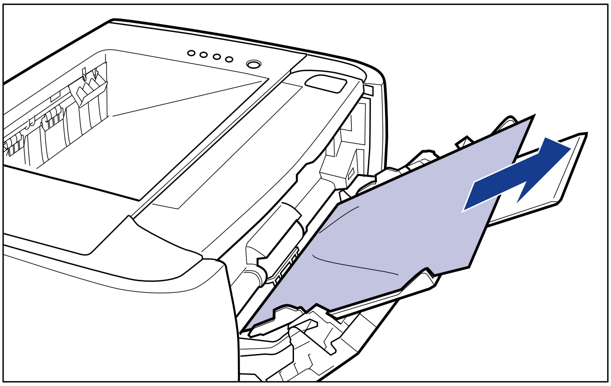
The error message may remain if jammed paper is removed without opening the front cover. In this case, open and close the front cover once.

NOTE

The illustrations of the printer on the left of each step indicate paper jam areas where the operation described in the step is required.



1 **Remove any paper jammed in the multi-purpose tray.**

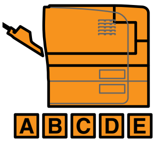


IMPORTANT

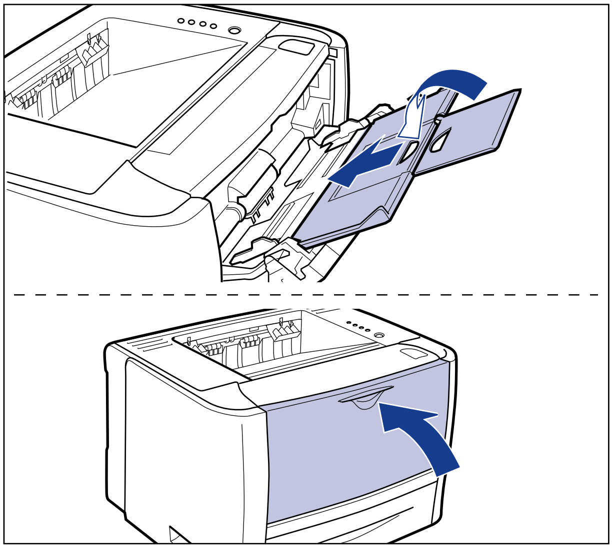
If the jammed paper cannot be removed easily, do not try to remove it forcefully but proceed to Step 2.

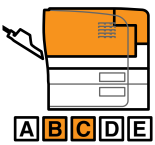
8

Troubleshooting

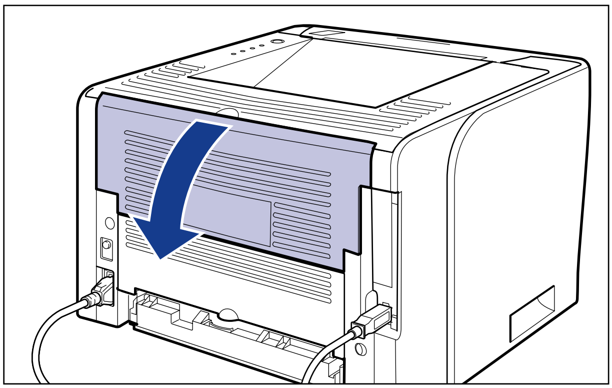


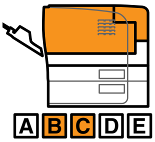
2 If you are using the multi-purpose tray, close it.



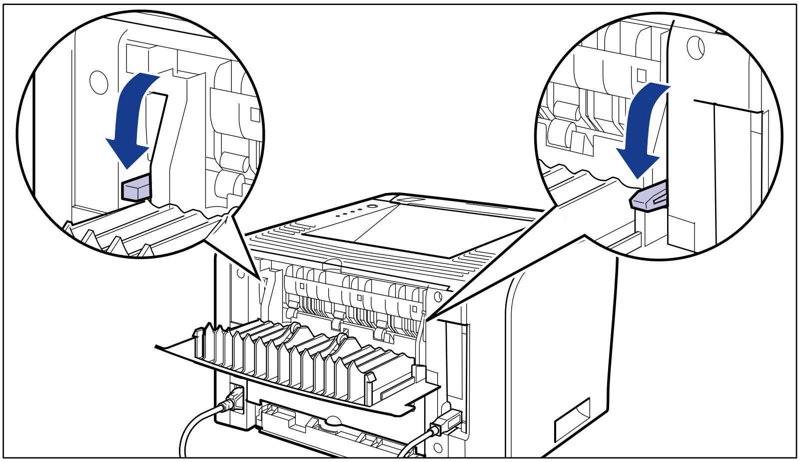


3 Open the output selection cover.

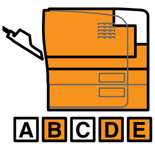




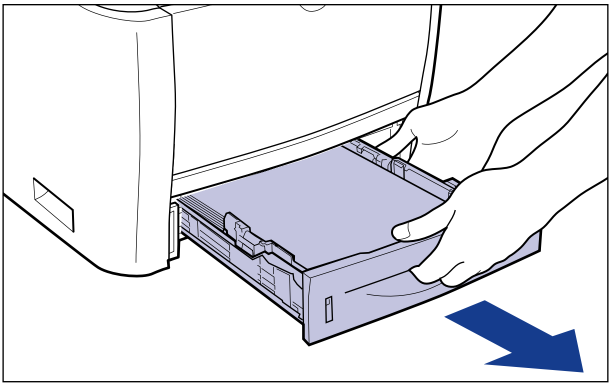
4 Press down the green pressure release levers on both sides of the fixing unit.



Even if you can see the paper here, do not remove it but proceed to Step 5.



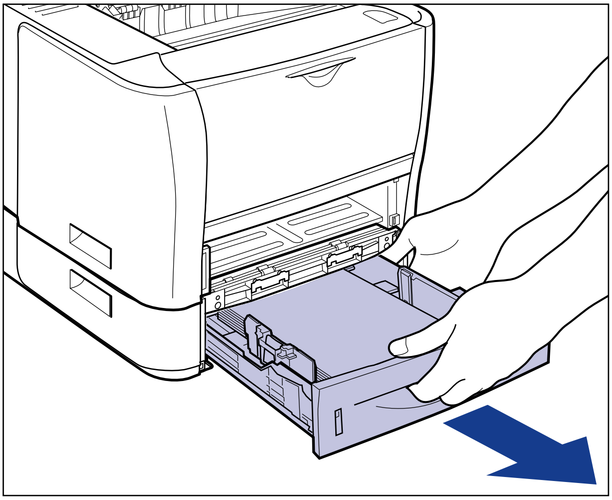
5 Pull out the paper cassette.



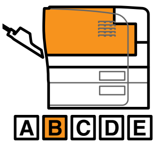
8

Troubleshooting

If the paper feeder is installed, pull out the paper cassette of the paper feeder also.

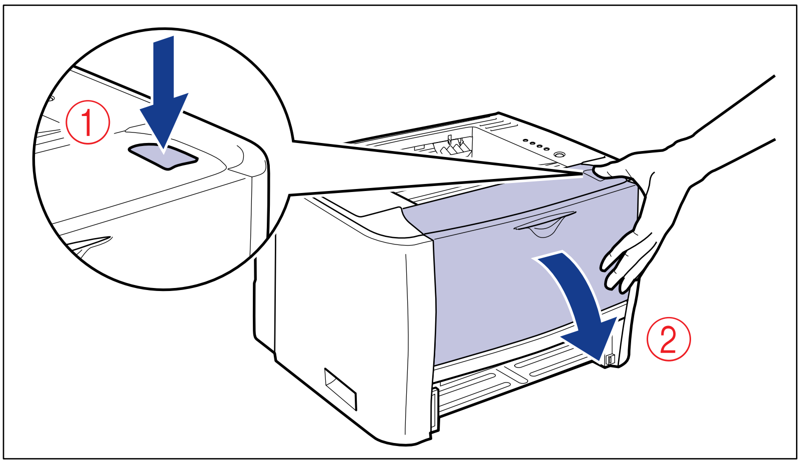


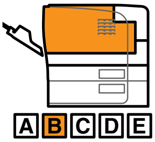
Even if you can see the paper here, do not remove it but proceed to Step 6.



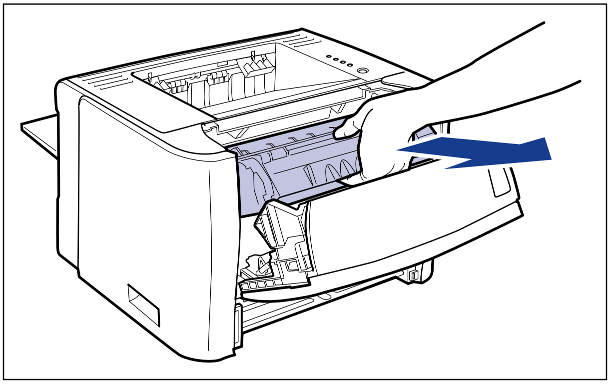
6 Open the front cover.

While pressing the open button on the top of the front cover ①, open it gently ②.





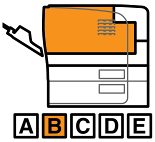
7 Remove the toner cartridge from the printer.



Immediately place the removed toner cartridge into the original protective bag or wrap it with a thick cloth.

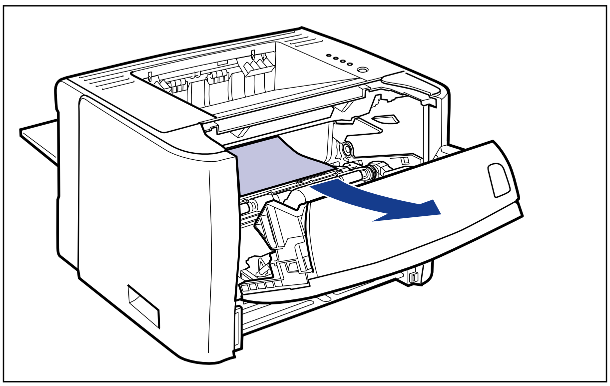
NOTE

For details on handling the toner cartridge, see "Precautions for Handling the Toner Cartridge," on p. 7-15.



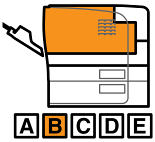
8 If you see the top of the paper jammed inside the front cover, pull out the paper in the direction of the arrow to remove it.

Remove the jammed paper gently to prevent unfixed toner from spilling.



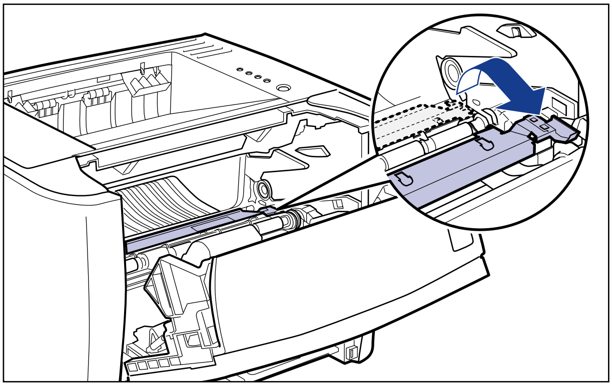
IMPORTANT

If you pull the jammed paper obliquely upward, unfixed toner may spill. When removing the jammed paper, pull it as horizontally as possible. Dirt inside the printer may cause deterioration in print quality.



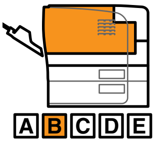
9 Raise the transport guide, then tilt it toward you.

Raise the transport guide by holding the green tab, then tilt it toward you.



CAUTION

Do not take your hands off the transport guide. The transport guide may snap back to its original position, and this may result in personal injury.

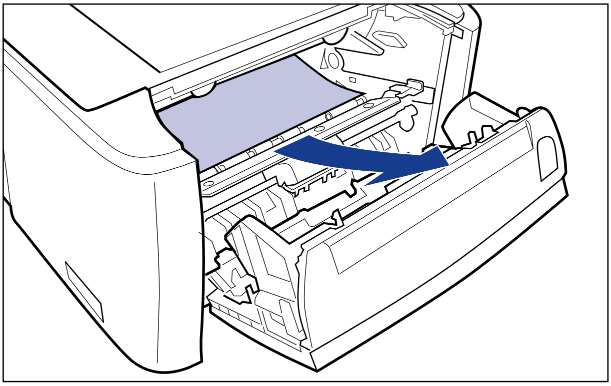


10 Remove any jammed paper.

Remove the jammed paper gently to prevent unfixed toner from spilling.

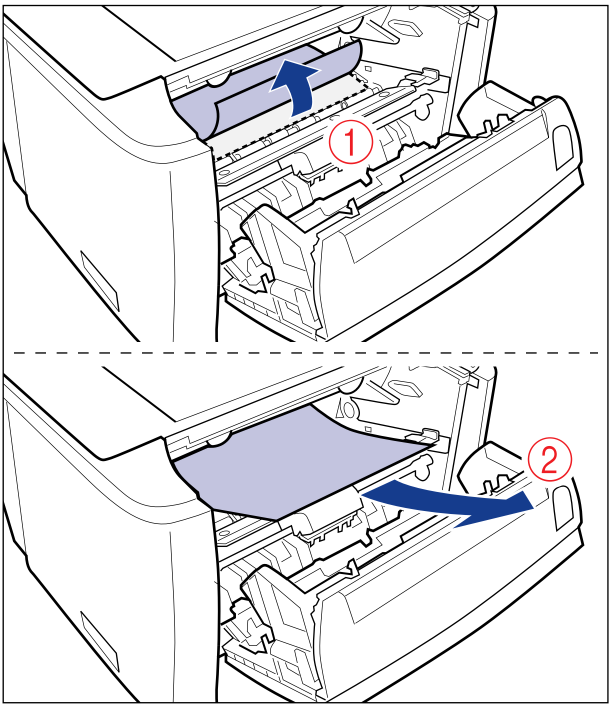
- **If you can see the rear edge of the jammed paper**

  Remove the paper by pulling it in the direction of the arrow.



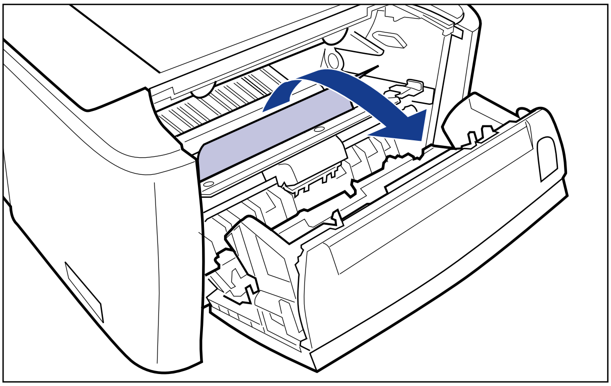
- **If you cannot see either edge of the jammed paper**

  Pull out the rear edge of the paper ①, then remove the paper by pulling it in the direction of the arrow ②.



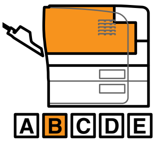
- **If you can see the top edge of the jammed paper**

  Remove the paper by pulling it in the direction of the arrow.

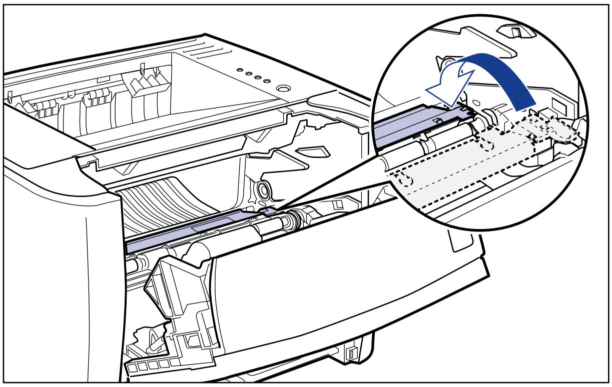


IMPORTANT

If the jammed paper cannot be removed easily, do not try to remove it forcefully but proceed to Step 11.

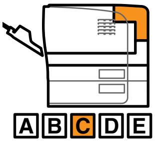


11 Move the transport guide back to its original position slowly.



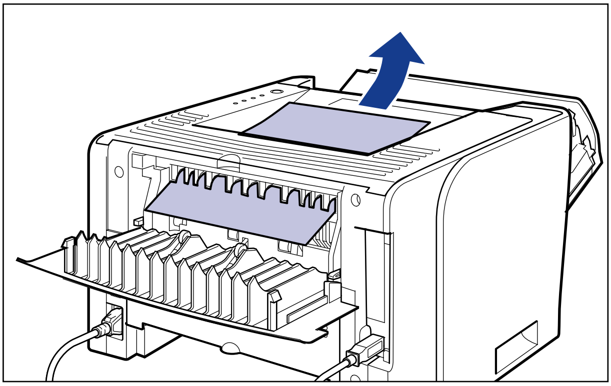
CAUTION

Do not take your hands off the transport guide until it moves back to its original position. The transport guide may snap back to its original position, and this may result in personal injury.

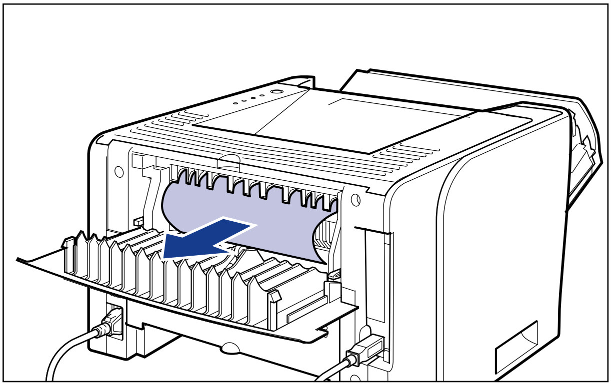


12 Remove any jammed paper by pulling it in the direction of the arrow.

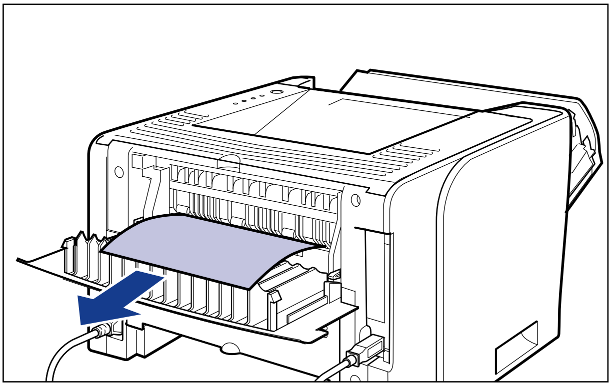
- **If the top edge of the paper is output**

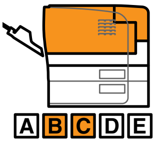


- **If you cannot see either edge of the jammed paper**

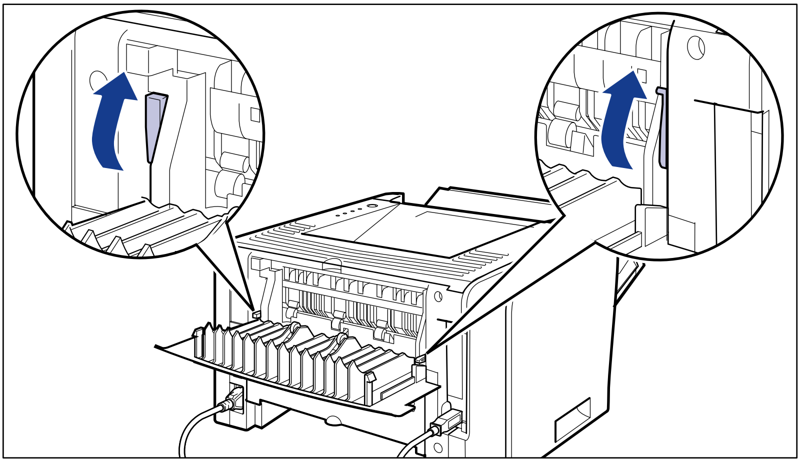


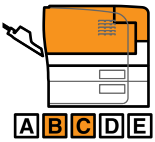
- **If you can see only the top edge of the jammed paper**



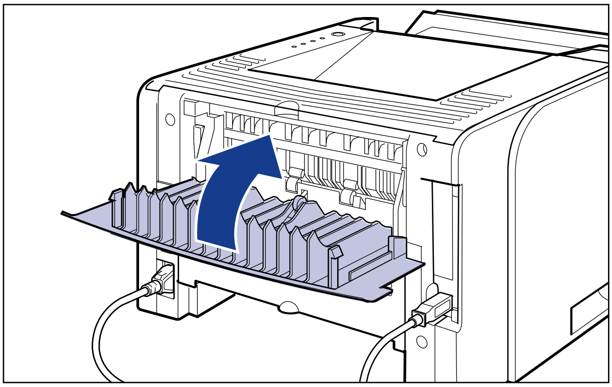


13 **Move the green pressure release levers of the fixing unit back to their original positions.**



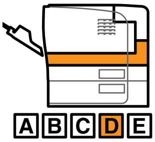


14 **Close the output selection cover.**



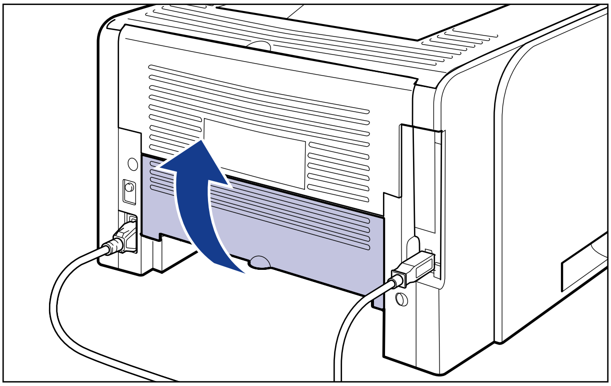
8

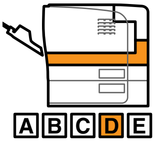
Troubleshooting



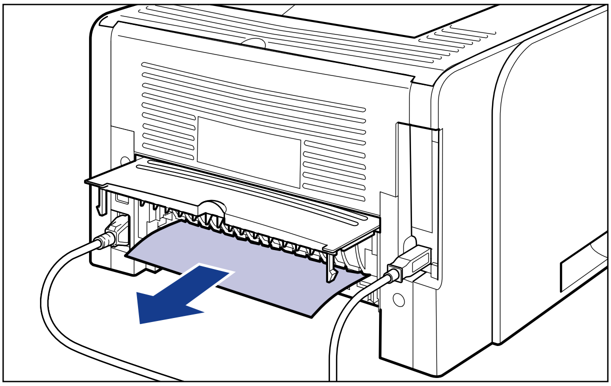
15 Open the duplex unit cover.

Holding the opening at the center of the duplex unit cover, open it gently.



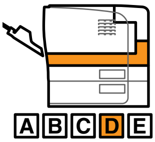


16 Remove any jammed paper by pulling it in the direction of the arrow.



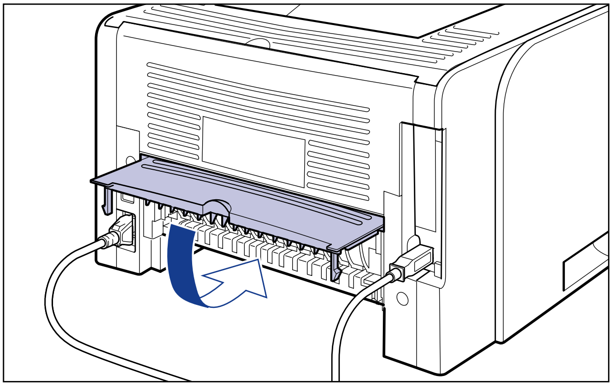
IMPORTANT

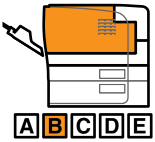
If the jammed paper cannot be removed easily, do not try to remove it forcefully but proceed to Step 17.



17 Close the duplex unit cover.

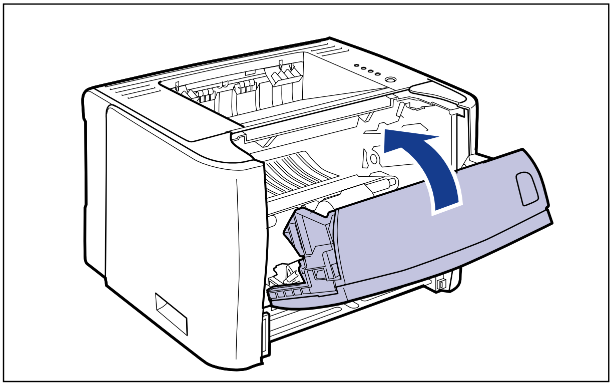
Holding the opening at the center of the duplex unit cover, close it gently and firmly.





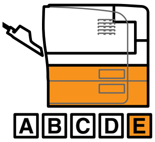
18 Close the front cover.

Close the front cover gently and firmly.



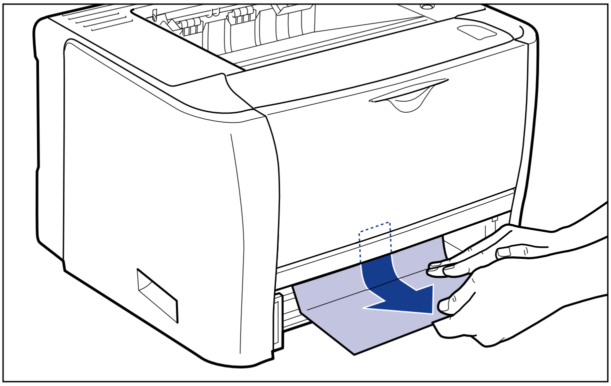
8

Troubleshooting

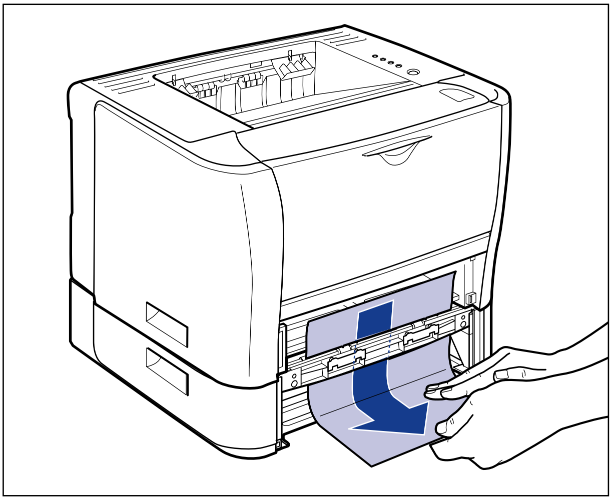


19 Remove any jammed paper while pushing it down slightly.

- **In case of the printer unit**

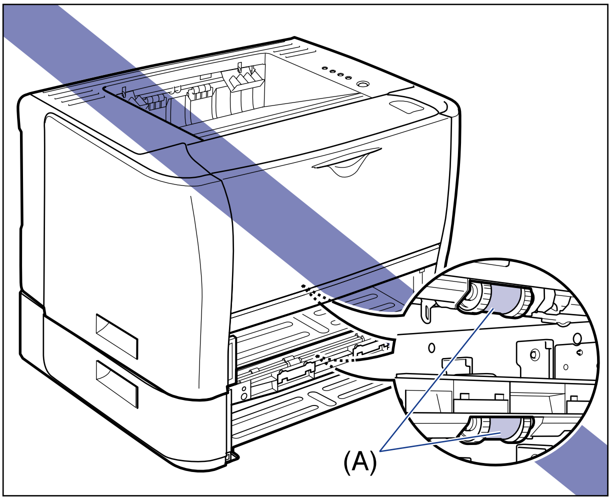


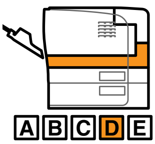
- **In case of the paper feeder**



IMPORTANT

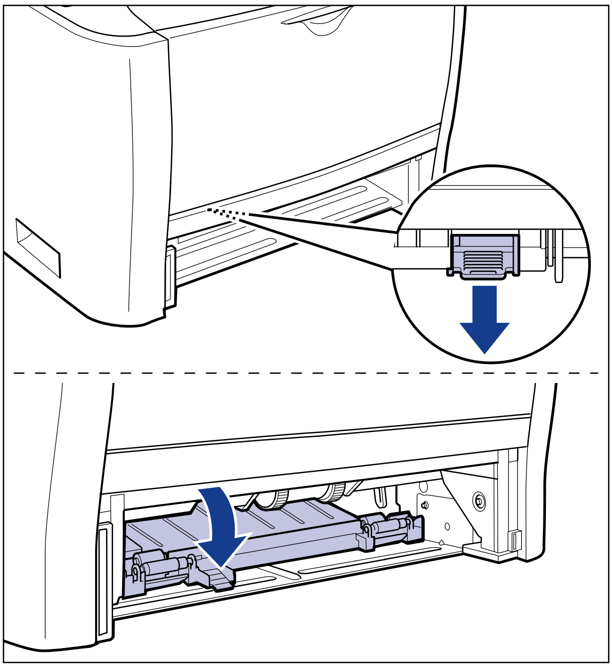
Do not touch the feed rollers (A) in the printer unit and paper feeder. This may result in damage to the printer or a printer error.

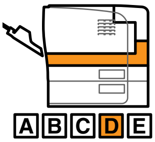




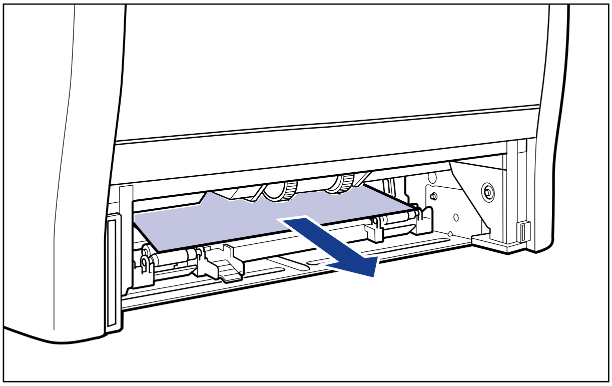
20 Open the duplex print transport guide.

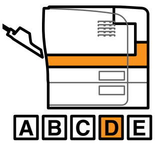
Holding the green tab, push the duplex print transport guide downward.





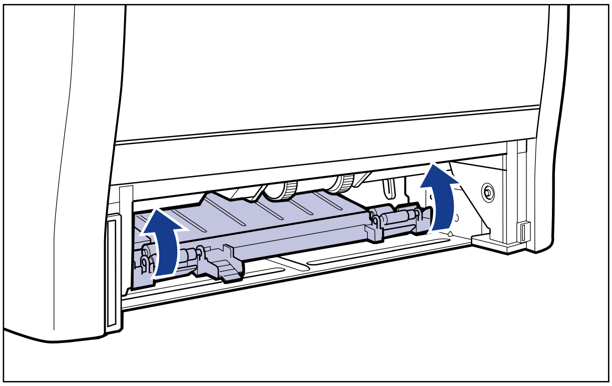
21 Remove any jammed paper by pulling it in the direction of the arrow.





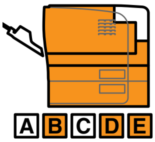
22 Close the duplex print transport guide.

Holding the green tab, close both sides of the duplex print transport guide securely.



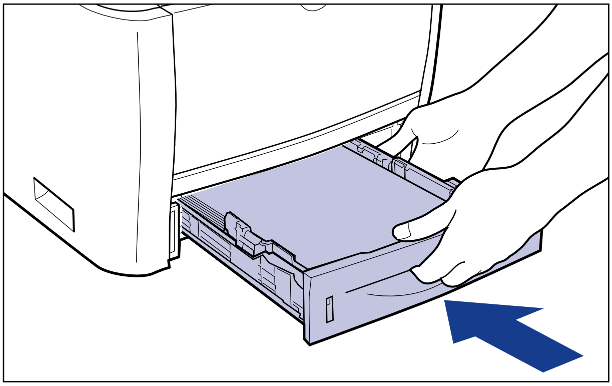
IMPORTANT

Be sure to check if the duplex print transport guide is closed completely. If the duplex print transport guide is not closed completely, this may result in misfeeds or paper jams.

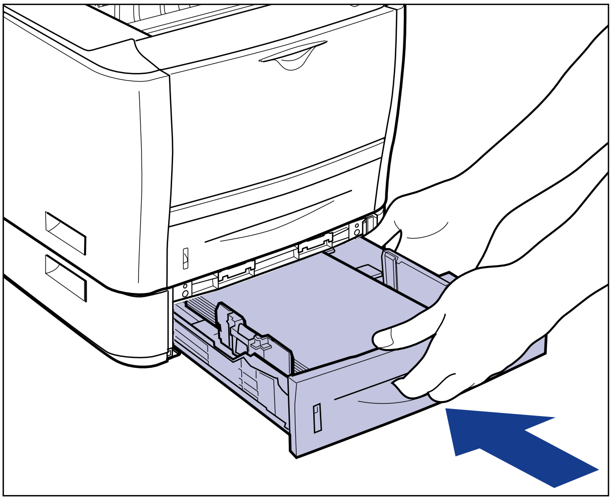


23 Set the paper cassette in the printer.

Push the paper cassette into the printer firmly until the front side of the paper cassette is flush with the front surface of the printer.

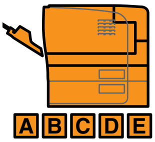


If the paper feeder is installed, set the paper cassette of the paper feeder also.



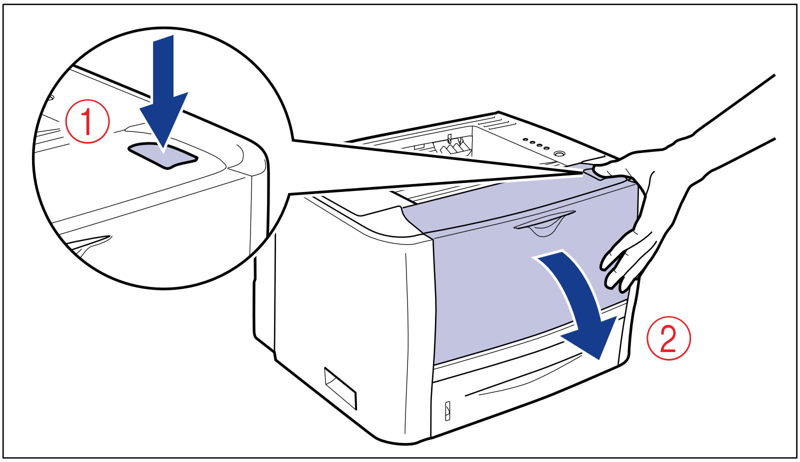
CAUTION

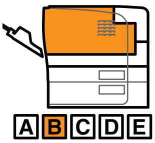
When setting the paper cassette in the printer, be careful not to catch your fingers.



24 Open the front cover.

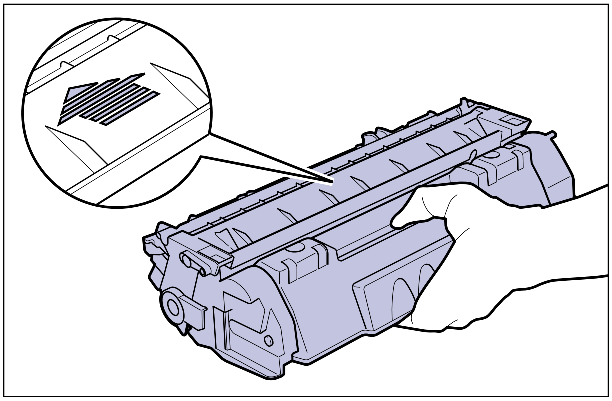
While pressing the open button on the top of the front cover ①, open it gently ②.



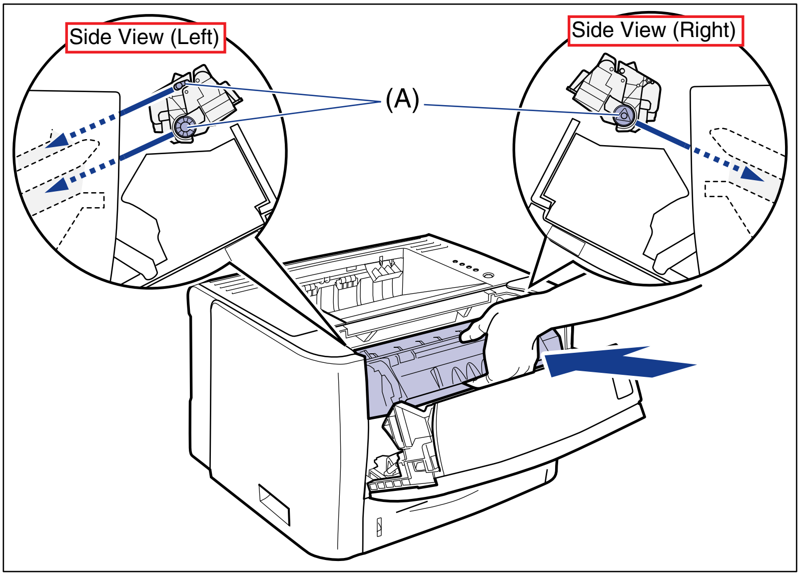


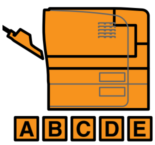
25 Install the toner cartridge.

1. Take the toner cartridge out of the protective bag or thick cloth.
2. Hold the toner cartridge properly with the arrowed side facing up as shown in the figure.



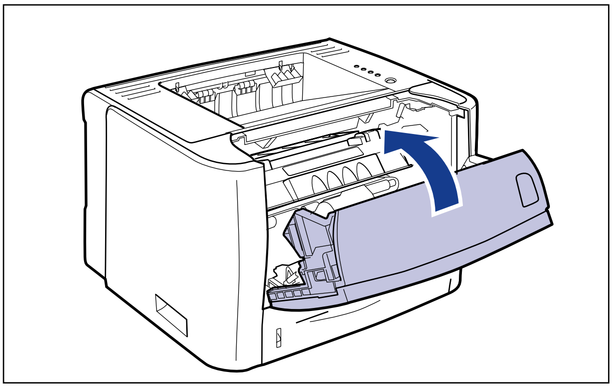
3. Push the toner cartridge into the printer firmly until it touches the back of the printer while aligning (A) on both sides of the toner cartridge with the toner cartridge guides inside the printer.





26 Close the front cover.

Close the front cover gently and firmly.



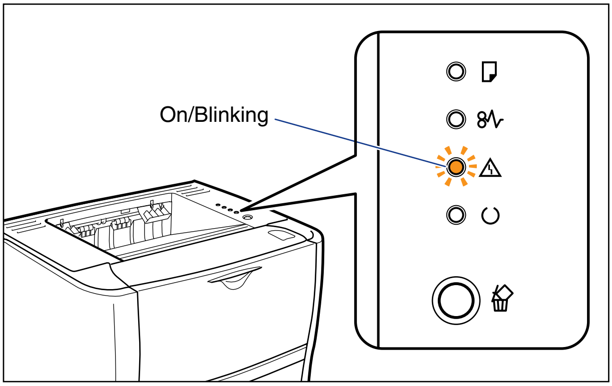
IMPORTANT

- If you cannot close the front cover, make sure that the toner cartridge is installed properly. If you try to close the front cover forcefully, this may result in damage to the printer.
- Do not leave the front cover open for a long time after installing the toner cartridge. This may result in deterioration in print quality.

The Alarm Indicator Is On/Blinking

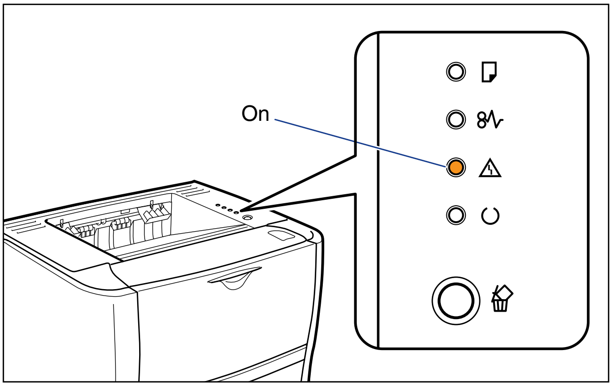
If a problem occurs in the printer, the ⚠ (Alarm) indicator (orange) comes on or blinks. Take the following measures according to the state of the ⚠ (Alarm) indicator.

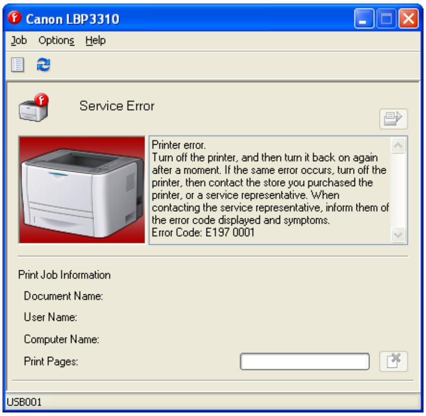
- On: The Alarm Indicator Is On (a Service Error Appears) (See p. 8-26)
- Blinking: The Alarm Indicator Is Blinking (See p. 8-29)



The Alarm Indicator Is On (a Service Error Appears)

If a problem occurs and the printer is not working properly, the ⚠ (Alarm) indicator (orange) comes on and the following service error appears in the Printer Status Window.



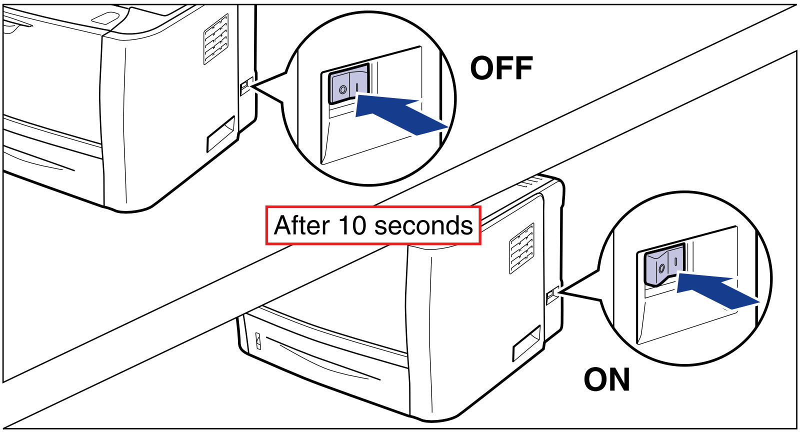


If the service error appears, cycle the power of the printer using the following procedure. This may clear the message.

NOTE

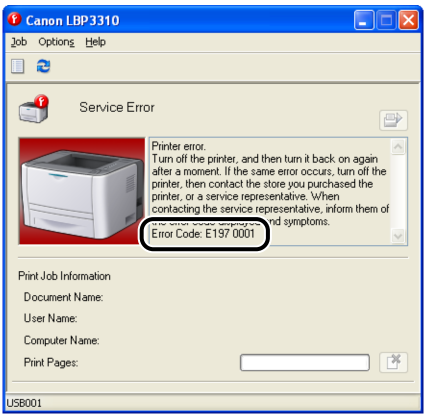
For details on methods for displaying the Printer Status Window, see "Displaying the Printer Status Window," on p. 5-35.

1 Turn the printer OFF, wait for 10 seconds or longer, and then turn it ON again.



If the message does not reappear, the printer can be used as normal.
If the error message still appears, proceed to Step 2.

2 Note down the error code displayed in the Printer Status Window.

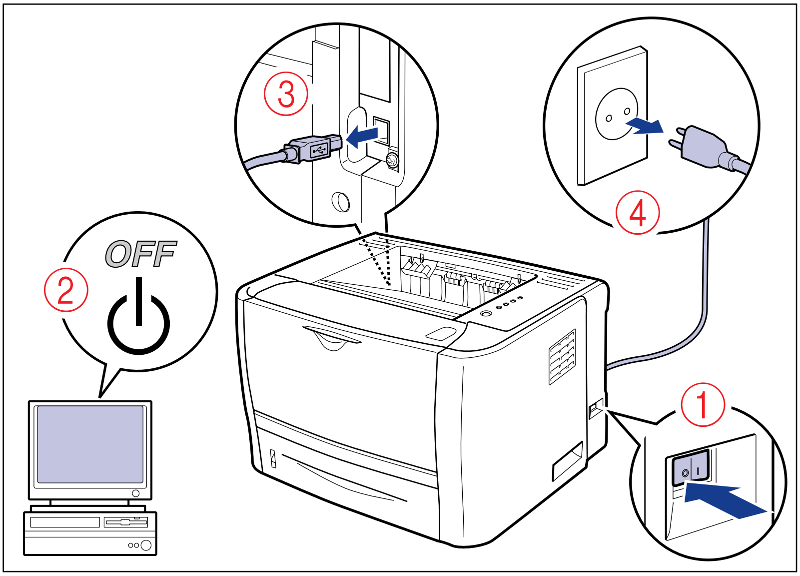


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3 Turn the printer OFF, then disconnect the cables from the printer.

Turn the printer OFF ①.
If a USB cable is connected, turn the computer off ②, and then disconnect the USB cable from the printer ③.
Disconnect the power plug from the AC power outlet ④.

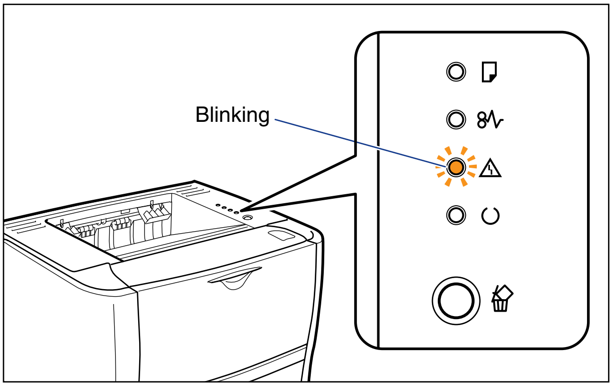


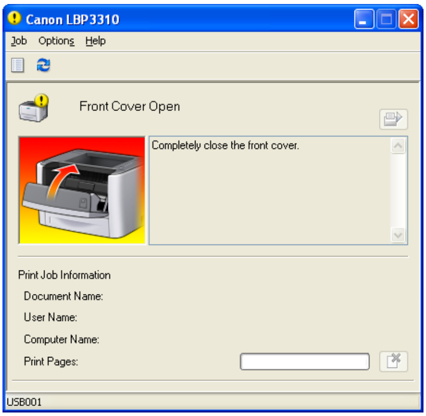
4 Contact your local authorized Canon dealer.

When contacting your Canon dealer, please report the problems and the error code that you have noted.

The Alarm Indicator Is Blinking

If an error has occurred in the printer and the printer requires attention, the ⚠ (Alarm) indicator (orange) blinks and the following error message appears in the Printer Status Window.





If an error message appears, follow the directions displayed in the Printer Status Window.

NOTE

For details on methods for displaying the Printer Status Window, see "Displaying the Printer Status Window," on p. 5-35.

Print Quality Problems

If any problems occur while you are using the printer, take the following measures depending on the symptoms.

IMPORTANT

- If a message appears in the Printer Status Window, follow the directions in the message.
- If a paper jam occurs, see "Paper Jams," on p. 8-3.
- Contact your local authorized Canon dealer under the following circumstances.
  - If a symptom that is not indicated in this section occurs
  - If none of the indicated remedies solve the problem
  - If you cannot determine the problem

White streaks appear.

Cause 1 **The toner cartridge is almost out of toner.**

Remedy Take the toner cartridge out of the printer, shake it gently 5 or 6 times to evenly distribute the toner, and then reinstall the toner cartridge.
If this does not solve the problem, replace the toner cartridge with a new one. (See "Replacing the Toner Cartridge," on p. 7-2)

Cause 2 **The drum in the toner cartridge has deteriorated.**

Remedy Replace the toner cartridge with a new one. (See "Replacing the Toner Cartridge," on p. 7-2)

Printed pages have white specks.

Cause 1 **Appropriate paper is not being used.**

Remedy Replace the paper with that which can be used with this printer. (See "Paper Requirements," on p. 3-2)

Cause 2 **Paper is damp due to being stored under unsuitable conditions.**

Remedy Replace the paper with new paper in an unopened package. (See "Paper Requirements," on p. 3-2)

Cause 3 **The drum in the toner cartridge has deteriorated.**

Remedy Replace the toner cartridge with a new one. (See "Replacing the Toner Cartridge," on p. 7-2)

The overall print result is faint.

Cause 1 **The setting for [Toner Density] is not appropriate.**

Remedy Perform the following procedure in the printer driver.

1. Display the [Quality] sheet.
2. Click [Details].
3. Drag the [Toner Density] slider toward [Dark].

Cause 2 **[Toner Save] is enabled.**

Remedy Perform the following procedure in the printer driver.

1. Display the [Quality] sheet.
2. Click [Details].
3. Clear the [Toner Save] check box.

The overall print result is dark.

Cause 1 **The setting for [Toner Density] is not appropriate.**

Remedy Perform the following procedure in the printer driver.

1. Display the [Quality] sheet.
2. Click [Details].
3. Drag the [Toner Density] slider toward [Light].

Cause 2 **The printer is exposed to direct sunlight or strong light.**

Remedy Move the printer to a place where it will not be exposed to direct sunlight or strong light. Alternatively, move the strong light source away from the printer.

The print is uneven.

Cause 1 **The toner cartridge is almost out of toner.**

Remedy Take the toner cartridge out of the printer, shake it gently 5 or 6 times to evenly distribute the toner, and then reinstall the toner cartridge.
If this does not solve the problem, replace the toner cartridge with a new one.(See "Replacing the Toner Cartridge," on p. 7-2)

Cause 2 **Paper is too moist or too dry.**

Remedy Replace the paper with new paper in an unopened package. (See "Paper Requirements," on p. 3-2)

Cause 3 **The drum in the toner cartridge has deteriorated.**

Remedy Replace the toner cartridge with a new one. (See "Replacing the Toner Cartridge," on p. 7-2)

The front or back of the printed paper has smudge marks.

Cause **The fixing roller is dirty.**

Remedy Clean the fixing roller. (See "Cleaning the Fixing Roller," on p. 7-18)

A portion of a page is not printed.

Cause 1 **The scale factor is incorrect.**

Remedy 1 Perform the following procedure in the printer driver.

1. Display the [Page Setup] sheet.
2. Clear the [Manual Scaling] check box.
   If the check box for this option is cleared, the scale factor will be set according to [Page Size] and [Output Size] automatically.

Remedy 2 Perform the following procedure in the printer driver.

1. Display the [Page Setup] sheet.
2. Select the [Manual Scaling] check box, then specify an appropriate scale factor according to the paper size to be used.

Cause 2 **The position of the paper is incorrect.**

Remedy Load the paper properly. (See "Loading Paper in the Paper Cassette," on p. 3-17, "Loading Paper in the Multi-purpose Tray," on p. 3-31)

Cause 3 **A document with no margins was printed.**

Remedy 1 Data cannot be printed within 5 mm margins (10 mm for envelopes and Index Card) on all sides of the paper. Ensure margins around the data.

Remedy 2 Perform the following procedure in the printer driver.

1. Display the [Finishing] sheet.
2. Click [Finishing Details].
3. Select the [Print with Upper Left of Sheet as Starting Point] check box.

IMPORTANT

The edges of the printout may be partly missing depending on the property of the document to be printed.

The printing position is skewed.

Cause 1 **[Gutter] is specified.**

Remedy Perform the following procedure in the printer driver.

1. Display the [Finishing] sheet.
2. Click [Gutter].
3. Set [Gutter] to "0".

Cause 2 **"Top Margin" and "Paper Position" in the application are not specified properly.**

Remedy Specify the settings for "Top Margin" and "Paper Position" in the application properly.(See the instruction manual supplied with the application)

The next page is printed from halfway across the previous page.

Cause **"Line Spacing" or "Lines/Page" in the application is not specified properly.**

Remedy Specify the settings for "Line Spacing" and "Lines/Page" in the application so that data fits in one page.(See the instruction manual supplied with the application)

Nothing is printed on the paper.

Cause 1 **The toner cartridge was installed with the sealing tape still attached.**

Remedy Take the toner cartridge out of the printer, pull out the sealing tape, and reinstall the toner cartridge. (See "Replacing the Toner Cartridge," on p. 7-2)

Cause 2 **Multiple sheets of paper were fed at a time.**

Remedy Align the paper stack properly and load it again. If you are using transparencies or labels, fan them thoroughly and load them again. (See "Loading Paper in the Paper Cassette," on p. 3-17, "Loading Paper in the Multi-purpose Tray," on p. 3-31)

The overall surface of the paper is printed in black completely.

Cause **The drum in the toner cartridge has deteriorated.**

Remedy Replace the toner cartridge with a new one. (See "Replacing the Toner Cartridge," on p. 7-2)

Colored lines and text come out faint.

Cause **Thin lines or text are being used.**

Remedy Perform the following procedure in the printer driver.

1. Display the [Quality] sheet.
2. Click [Details].
3. Select the [Print Colored Text and Lines in Black] check box.

Colored text appears to be blurred.

Cause **A bold font is being used for the colored text.**

Remedy 1 Use a thinner font.

Remedy 2 Perform the following procedure in the printer driver.

1. Display the [Quality] sheet.
2. Select the [Manual Grayscale Settings] check box, then click [Grayscale Settings].
3. Display the [Matching] sheet.
4. Set [Matching Method] to [Perceptual [Monitor Color Matched]].

The back of the printed paper has smudge marks.

Cause **The size of the print data was larger than that of the loaded paper.**

Remedy Check if the size of the print data matches that of the loaded paper.

Vertical streaks appear on the printed paper.

Cause 1 **The toner cartridge was replaced, or the printer has not printed for a long period of time.**

Remedy Perform the following procedure in the printer driver.

1. Display the [Finishing] sheet.
2. Click [Finishing Details], then click [Advanced Settings] in the [Finishing Details] dialog box.
3. Set [Special Print Adjustment B] to [Mode 1].
   If the problem is not solved by specifying [Mode 1], specify [Mode 2].
   If the problem is not solved by specifying [Mode 2], specify [Mode 3].

Cause 2 **Depending on the paper type or the operating environment, vertical streaks may appear on the printed paper.**

Remedy 1 Replace the paper with new paper in an unopened package. (See "Paper Requirements," on p. 3-2)

Remedy 2 Perform the following procedure in the printer driver.

1. Display the [Finishing] sheet.
2. Click [Finishing Details], then click [Advanced Settings] in the [Finishing Details] dialog box.
3. Set [Special Print Adjustment A] to [Mode 2].
   If the problem is not solved by specifying [Mode 2], specify [Mode 3].
   If the problem is not solved by specifying [Mode 3], specify [Mode 4].

Toner does not fix well.

Cause 1 **Appropriate paper is not being used.**

Remedy Replace the paper with that which can be used with this printer. (See "Paper Requirements," on p. 3-2)

Cause 2 **The setting for [Paper Type] is not appropriate.**

Remedy Perform the following procedure in the printer driver.

1. Display the [Paper Source] sheet.
2. Set [Paper Type] to the appropriate value.

Cause 3 **A problem has occurred inside the printer.**

Remedy 1 If <Service Error> is displayed in the Printer Status Window, turn the printer OFF, wait for 10 seconds or longer, and then turn it ON again. This may clear the message.

Remedy 2 If the message does not disappear even after applying the Remedy 1, contact your local authorized Canon dealer.

Paper Problems

Paper comes out wrinkled.

Cause 1	**Paper is not loaded properly in the paper cassette or multi-purpose tray.**
Remedy	Load the paper properly in the paper cassette or multi-purpose tray. (See "Loading Paper in the Paper Cassette," on p. 3-17, "Loading Paper in the Multi-purpose Tray," on p. 3-31)
Cause 2	**Paper is damp due to being stored under unsuitable conditions.**
Remedy	Replace the paper with new paper in an unopened package. (See "Paper Requirements," on p. 3-2)

Paper curls.

Cause 1	**Paper is damp due to being stored under unsuitable conditions.**
Remedy	Replace the paper with new paper in an unopened package. (See "Paper Requirements," on p. 3-2)
Cause 2	**Appropriate paper is not being used.**
Remedy	Replace the paper with that which can be used with this printer. (See "Paper Requirements," on p. 3-2)
Cause 3	**The paper is too thin.**
Remedy	Perform the following procedure in the printer driver. **1.** Display the [Paper Source] sheet. **2.** Set [Paper Type] to [Plain Paper L].
Cause 4	**Paper that curls easily is output to the face-down output tray.**
Remedy	Switch to the face-up output slot when printing transparencies, labels, Index Card, or envelopes which tend to curl. (See "Paper Requirements," on p. 3-2)

White dust is attached to the printed transparencies.

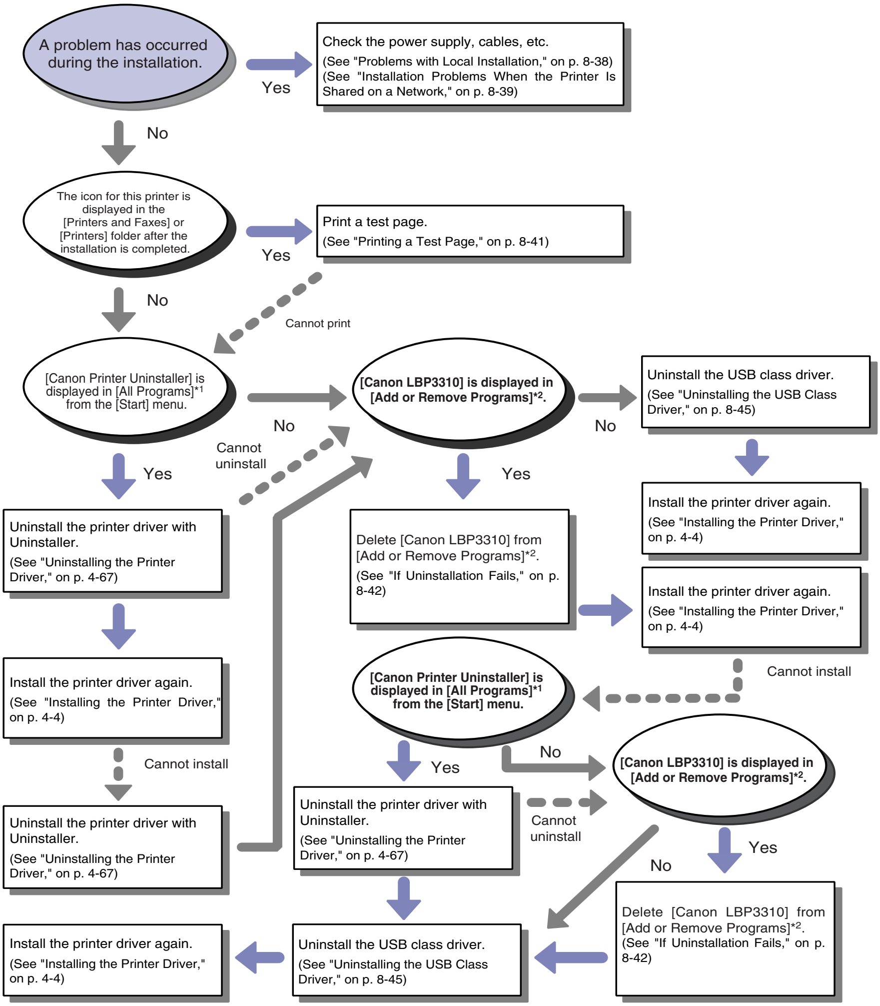
Cause	**If you print transparencies after printing paper other than transparency continuously, chipped paper may attach to the transparencies when they are output.**
Remedy	Wipe and remove the chipped paper with a soft cloth.

Installation Problems

If the printer driver cannot be installed properly, perform the following procedure to check problems.

NOTE

For details on problems on the network installation, see "Chapter 4 Troubleshooting" in Network Guide.



*1 [Programs] for Windows 2000

*2 [Add/Remove Programs] for Windows 2000; [Uninstall a program] for Windows Vista

Problems with Local Installation

When installing the printer driver from the CD-ROM, the printer is not recognized automatically even after the USB cable is connected.

Cause 1 **The USB cable has already been connected and the printer is ON before installing the printer driver.**

Remedy Perform the following procedure.

1. Turn the printer OFF.
2. Disconnect the USB cable.
3. Connect the USB cable again.
4. Turn the printer ON.

Cause 2 **The printer is not turned ON.**

Remedy Turn the printer ON.

Cause 3 **The USB cable is not connected properly.**

Remedy Make sure that the printer and computer are connected with the USB cable properly.

Cause 4 **An inappropriate USB cable is being used.**

Remedy Use a USB cable appropriate for the USB interface of this printer. The USB interface is USB 2.0 Hi-Speed and USB Full-Speed (USB1.1 equivalent). Additionally, use a USB cable with the following symbol.

Cause 5 **The USB class driver is installed.**

Remedy Uninstall the USB class driver. (See "Uninstalling the USB Class Driver," on p. 8-45)

Installation Problems When the Printer Is Shared on a Network

The print server to be connected cannot be found.

Cause 1 **The print server has not been started up.**

Remedy Start up the print server.

Cause 2 **The printer is not specified as a shared printer.**

Remedy Specify the printer as a shared printer. (See "Print Server Settings," on p. 4-36)

Cause 3 **The user does not have permission to access the print server or printer.**

Remedy Ask your network administrator to change the user permissions.

Cause 4 **If you are using Windows Vista, [Network discovery] is not set to [On].**

Remedy Perform the following procedure.

1. From the [Start] menu, select [Control Panel].
2. Click [View network status and tasks].
3. Set [Network discovery] to [On].

The shared printer cannot be accessed.

Cause 1 **The user of the computer to be used has not been registered, or the password has not been specified yet.**

Remedy Register the user registration of the computer to be used or specify the password on the print server. For more details, ask your network administrator.

Cause 2 **The path to the network is not correct.**

Remedy 1 Check the following.

1. Select [Windows Explorer].

   Windows 2000

   From the [Start] menu, select [Programs] → [Accessories] → [Windows Explorer].

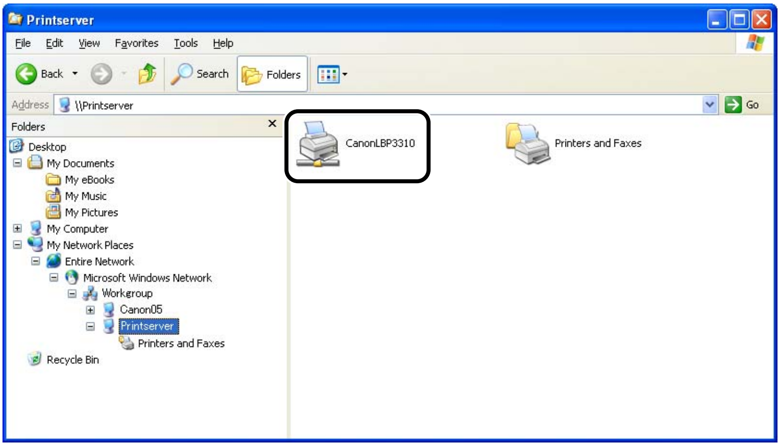
   Windows XP | Windows Server 2003 | Windows Vista

   From the [Start] menu, select [All Programs] → [Accessories] → [Windows Explorer].

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2. Select the print server from [My Network Places] (from [Network] for Windows Vista), then confirm the icon for this printer.



- **If you cannot find the icon for this printer**

  Ask your network administrator about the problem.

- **If you can find the icon for this printer**

  You can install the printer driver by performing either of the following procedures and following the instructions on the screen.

  - Double-clicking the icon for this printer
  - Dragging and dropping the icon for this printer into the [Printers and Faxes] folder or [Printers] folder

Remedy 2 If you want to install the printer driver from the [Printers and Faxes] folder or the [Printers] folder and specify the network path using "\" directly, check if the correct path is specified as "\\the print sever name (the computer name of the print server)\the printer name".

Printing a Test Page

Print a test page using the following procedure to check the operations of the printer driver.

1 Check if any error message is displayed in the Printer Status Window.

IMPORTANT

If any error message appears, follow the directions in the message displayed in the Printer Status Window. For details on the Printer Status Window, see "Printer Status Window," on p. 5-34.

2 Display the [Printers and Faxes] folder or the [Printers] folder.

Windows 2000

From the [Start] menu, select [Settings] ➞ [Printers].

Windows XP Professional **Windows Server 2003**

From the [Start] menu, select [Printers and Faxes].

Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] ➞ [Printers and Faxes].

Windows Vista

From the [Start] menu, select [Control Panel], and then click [Printer].

3 Right-click the icon for this printer, then select [Properties] from the pop-up menu.

4 Click [Print Test Page] in the [General] sheet.

● When the test page is printed

Printing can be performed from the printer driver. Check the application to make sure that all the printing preferences are specified properly.

● When the test page cannot be printed

See "Installation Problems," on p. 8-37.

If Uninstallation Fails

If you cannot uninstall the printer driver using the Uninstaller that was created during the installation, use the following procedure to uninstall the printer driver.

1 Perform the following procedure.

Windows 2000

From the [Start] menu, select [Settings] ➞ [Control Panel], and then double-click [Add/Remove Programs].

Windows XP

From the [Start] menu, select [Control Panel], and then click [Add or Remove Programs].

Windows Server 2003

From the [Start] menu, select [Control Panel] ➞ [Add or Remove Programs].

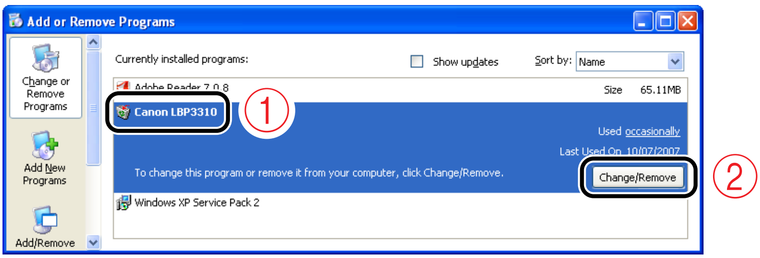
Windows Vista

From the [Start] menu, select [Control Panel], and then click [Uninstall a program].

2 Perform the following procedure.

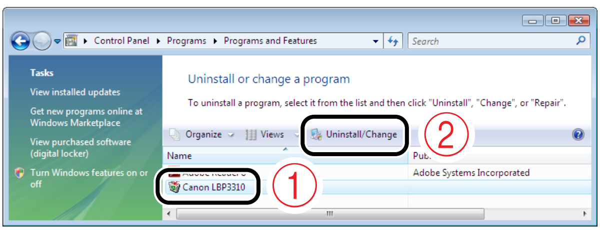
Windows 2000 **Windows XP** **Windows Server 2003**

Select [Canon LBP3310] ①, then click [Change/Remove] ②.



Windows Vista

Select [Canon LBP3310] ①, then click [Uninstall/Change] ②.



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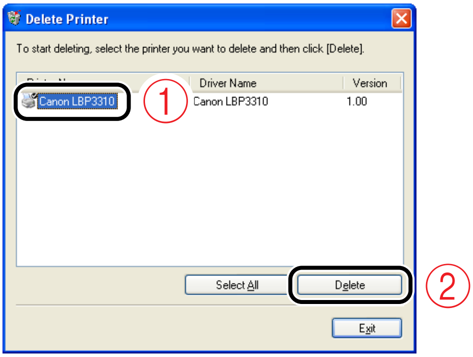
NOTE

- If [Canon LBP3310] is not displayed in the dialog box, perform "Uninstalling the USB Class Driver" (See p. 8-45) to install the printer driver again.
- If you are using Windows Vista and the [User Account Control] dialog box appears, click [Continue].

3 Perform the following procedure.

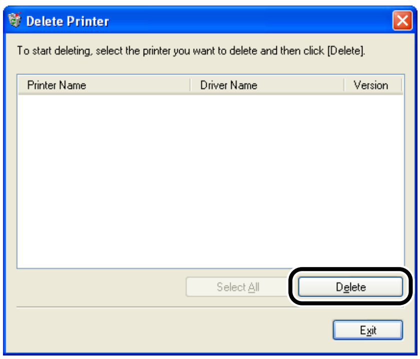
● If this printer is on the list in the [Delete Printer] dialog box

Select the name of this printer ①, then click [Delete] ②.

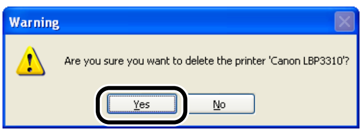


● If this printer is not on the list in the [Delete Printer] dialog box

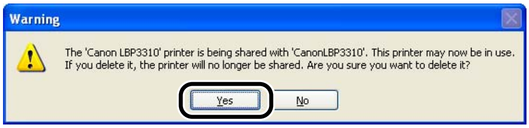
Click [Delete].



4 Click [Yes].

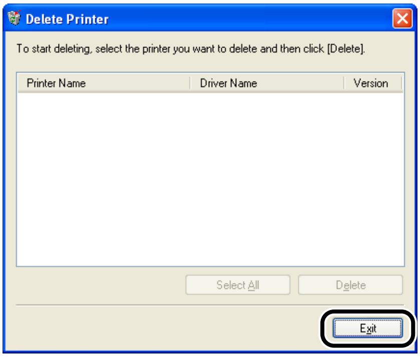


If the printer is used as a shared printer, the following screen appears. Confirm the contents of the message, and then click [Yes] if you want to uninstall the printer driver.



Uninstallation starts. Please wait a moment.

5 Click [Exit].



6 Display the [Printers and Faxes] folder or the [Printers] folder.

Windows 2000

From the [Start] menu, select [Settings] → [Printers].

Windows XP Professional **Windows Server 2003**

From the [Start] menu, select [Printers and Faxes].

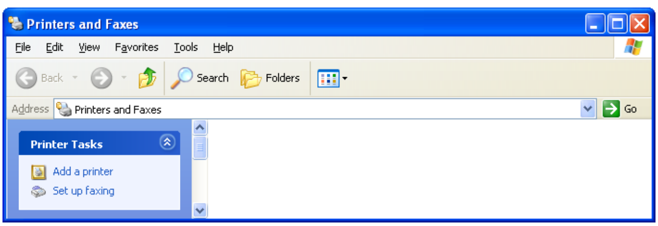
Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] → [Printers and Faxes].

Windows Vista

From the [Start] menu, select [Control Panel], and then click [Printer].

7 Make sure that the icon for this printer is not displayed in the [Printers and Faxes] folder or [Printers] folder.



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IMPORTANT

If the icon for this printer is displayed, be sure to delete it. Unless you delete the icon, you cannot install the printer driver again.
To delete the icon for this printer, right-click it, and then select [Delete] from the pop-up menu.

8 **Restart Windows.**

Uninstalling the USB Class Driver

Uninstall the USB class driver under the following circumstances.

- If you cannot install the printer driver properly even after reinstalling it
- If you cannot uninstall the printer driver

1 **Make sure that the computer is connected to the printer with the USB cable and that the printer is ON.**

2 **Perform the following procedure.**

Windows 2000

From the [Start] menu, select [Settings] → [Control Panel], and then double-click [Add/Remove Programs].

Windows XP

From the [Start] menu, select [Control Panel], and then click [Add or Remove Programs].

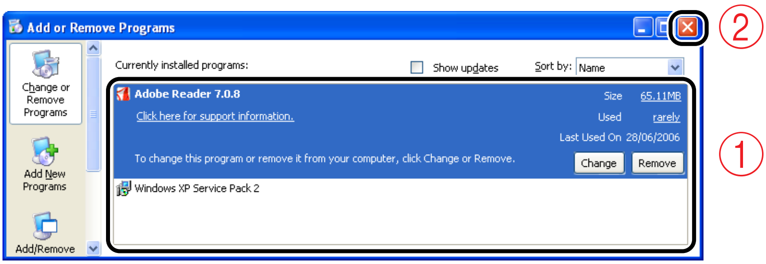
Windows Server 2003

From the [Start] menu, select [Control Panel] → [Add or Remove Programs].

Windows Vista

From the [Start] menu, select [Control Panel], and then click [Uninstall a program].

3 **Make sure that [Canon LBP3310] is not displayed in the dialog box ①, and then click [×] ②.**



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Troubleshooting

NOTE

If [Canon LBP3310] is displayed in the dialog box, see "If Uninstallation Fails" (p. 8-42) and delete [Canon LBP3310] in the dialog box.

4 Display [Device Manager].

Windows 2000

1. From the [Start] menu, select [Settings] → [Control Panel].
2. Double-click the [System] icon.
3. Click [Hardware] → [Device Manager].

Windows XP

1. From the [Start] menu, select [Control Panel].
2. Click [Performance and Maintenance] → [System].
3. Click [Hardware] → [Device Manager].

Windows Server 2003

1. From the [Start] menu, select [Control Panel] → [System].
2. Click [Hardware] → [Device Manager].

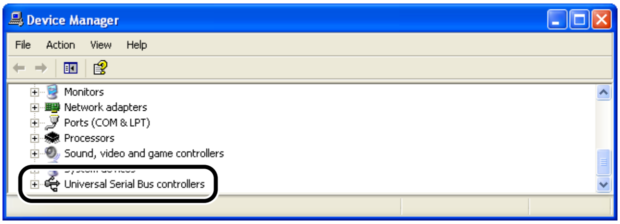
Windows Vista

1. From the [Start] menu, select [Control Panel].
2. Click [Hardware and Sound] → [View hardware and devices].

NOTE

If you are using Windows Vista and the [User Account Control] dialog box appears, click [Continue].

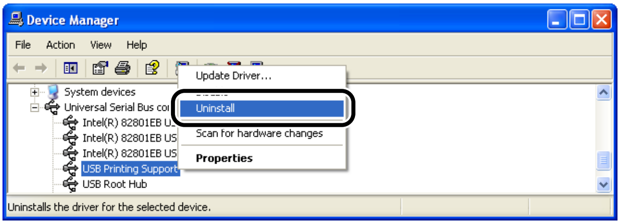
5 Double-click [Universal Serial Bus controllers].



8

Troubleshooting

6 Right-click [USB Printing Support], then select [Uninstall] from the pop-up menu.



IMPORTANT

- If the USB class driver is under [Other Devices], the printer is not installed properly. Select [Unknown device], then uninstall it.
- Do not uninstall any drivers for other devices. If you uninstall them by mistake, Windows may not operate properly.
- If the USB class driver is not installed properly, [USB Printing Support] is not displayed.

7 Click [OK].



8 Click [ ].

[Device Manager] closes.

9 Disconnect the USB cable from the computer, then restart Windows.

After Windows restarts, reinstall the printer driver. (See "Installing the Printer Driver," on p. 4-4)

8

Troubleshooting

When Data Is Not Sent to the Printer

NOTE

If the printer and computer are connected by a LAN cable, see "Chapter 4 Troubleshooting" in Network Guide.

If the Printer and Computer Are Connected by a USB Cable

The following are probable causes if the printer and computer are connected by a USB cable, and the data cannot be printed because it is not sent to the printer. Take the appropriate measures.

The power source of the printer has a problem.

Cause 1	**The printer is not turned ON.**
Remedy	Turn the printer ON. (See "Turning the Printer ON," on p. 2-33)
Cause 2	**The power plug is unplugged from the AC power outlet.**
Remedy	Plug the power plug into the AC power outlet.
Cause 3	**The printer is plugged to an extension cord or multiple power strip.**
Remedy	Plug the power plug of the printer directly into an AC power outlet on the wall.
Cause 4	**The breakers have tripped.**
Remedy	Reset the breakers on the switch board.
Cause 5	**There is a break in the power cord.**
Remedy	Replace the power cord with a similar type used for other devices to test the printer. If the power can be turned ON, then you can assume that there is a break in the original power cord. In this case, purchase a new power cord of the same type and replace it with the broken one.

The USB connection has a problem.

Cause 1 **The USB cable is not connected properly.**

Remedy Make sure that the printer and computer are connected with the USB cable properly.

Cause 2 **An inappropriate USB cable is being used.**

Remedy Use a USB cable appropriate for the USB interface of this printer. The USB interface is USB 2.0 Hi-Speed and USB Full-Speed (USB1.1 equivalent). Additionally, use a USB cable with the following symbol.

The port to be used has a problem.

Cause **The port to be used is not selected properly.**

Remedy Perform the following procedure.

1. Display the [Printers and Faxes] folder or the [Printers] folder.

   Windows 2000

   From the [Start] menu, select [Settings] ➞ [Printers].

   Windows XP Professional **Windows Server 2003**

   From the [Start] menu, select [Printers and Faxes].

   Windows XP Home Edition

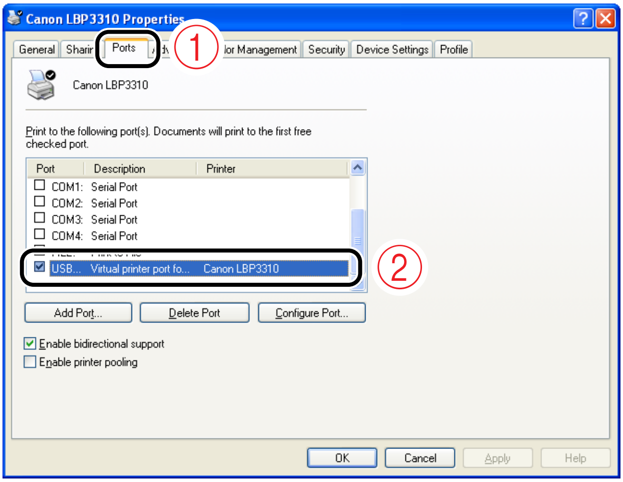
   From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] ➞ [Printers and Faxes].

   Windows Vista

   From the [Start] menu, select [Control Panel], and then click [Printer].

2. Right-click the icon for this printer, then select [Properties] from the pop-up menu.

3. Display the [Ports] sheet ①, then make sure that the port to be used is selected properly ②.



- **If the appropriate port is not selected**

  Select the appropriate one, then click [OK].

- **If you cannot find the port to be used**

  Uninstall the printer driver and install it again. (See "Uninstalling the Printer Driver," on p. 4-67, "Installing the Printer Driver," on p. 4-4)

Bi-directional communication has a problem.

Cause **Bi-directional communication is not enabled.**

Remedy Perform the following procedure.

1. Enable bi-directional communication.
2. Restart the computer.
3. Restart the printer (Turn OFF the printer once, wait for 10 seconds or longer, and then turn it ON.).

NOTE

Specify the setting for bi-directional communication using the following procedure.

1. Display the [Printers and Faxes] folder or the [Printers] folder.

Windows 2000

From the [Start] menu, select [Settings] → [Printers].

Windows XP Professional **Windows Server 2003**

From the [Start] menu, select [Printers and Faxes].

Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] → [Printers and Faxes].

Windows Vista

From the [Start] menu, select [Control Panel], and then click [Printer].

2. Right-click the icon for this printer, then select [Properties] from the pop-up menu.
3. Display the [Ports] sheet, then select the [Enable bidirectional support] check box.

When the Printer Is Shared on a Network

The following are probable causes if the printer is shared on a network, and the data cannot be printed because it is not sent to the printer. Take the appropriate measures.

The power source of the printer has a problem.

Cause 1	**The printer is not turned ON.**
Remedy	Turn the printer ON. (See "Turning the Printer ON," on p. 2-33)
Cause 2	**The power plug is unplugged from the AC power outlet.**
Remedy	Plug the power plug into the AC power outlet.
Cause 3	**The printer is plugged to an extension cord or multiple power strip.**
Remedy	Plug the power plug of the printer directly into an AC power outlet on the wall.
Cause 4	**The breakers have tripped.**
Remedy	Reset the breakers on the switch board.
Cause 5	**There is a break in the power cord.**
Remedy	Replace the power cord with a similar type used for other devices to test the printer. If the power can be turned ON, then you can assume that there is a break in the original power cord. In this case, purchase a new power cord of the same type and replace it with the broken one.

The interface cable connection has a problem.

Cause 1	**The interface cable is not connected properly.**
Remedy	Make sure that the printer is connected to the print server, and the print server is connected to the client computer by the interface cable properly.

Cause 2 **An inappropriate USB cable is being used.**

Remedy When connecting the printer using a USB cable, use a USB cable appropriate for the USB interface of this printer. The USB interface is USB 2.0 Hi-Speed and USB Full-Speed (USB1.1 equivalent).
Additionally, use a USB cable with the following symbol.

The print server has a problem.

Cause 1 **The print server is not turned on.**

Remedy Turn on the print server.

Cause 2 **The print server is not connected to the network properly.**

Remedy 1 Make sure that the print server and network are connected by a LAN cable properly.

Remedy 2 Make sure that the network settings for the print server are appropriate.

Cause 3 **The print server runs on 64-bit Windows Vista, and the additional driver (alternate driver) is not updated properly.**

Remedy If you want to update the additional driver (alternate driver), perform the following procedure.

1. Uninstall the printer driver used in the print server. (See p. 4-67)
2. Install the new printer driver on the print server. (See p. 4-4)
3. See "Print Server Settings" (p. 4-36) and install the additional driver again.

NOTE

If you are not sure whether you are using 64-bit Windows Vista, see "Checking the Processor Version of Windows Vista," on p. 10-8.

The network path to the print server has a problem.

Cause 1 **An incorrect network path was specified on the installation of the printer driver.**

Remedy If you want to install the printer driver from the [Printers and Faxes] folder or the [Printers] folder and specify the network path using "\" directly, specify the correct path as "\\the print sever name (the computer name of the print server)\the printer name".

Cause 2	**The network path to the print server was changed.**
Remedy	Ask your network administrator about the problem.

Miscellaneous Problems

NOTE

For details on problems on installing the optional network board, see "Chapter 4 Troubleshooting" in Network Guide.

LBP3310 does not function properly.

Cause 1	**LBP3310 is not specified as the default printer.**
Remedy	Specify it as the default printer.
Cause 2	**The printer driver is not installed properly.**
Remedy	See "Installation Problems," on p. 8-37.

Excessive time is required until the next job starts after finishing a job.

Cause	**The printer cools down the fixing unit so that the print quality is maintained (Especially after paper with a narrower width is printed).**
Remedy	Please wait a moment. The printer cools down the fixing unit automatically. When the printer finished cooling down the fixing unit, the printer begins printing.

CD-ROM Setup does not appear automatically. (Windows Vista only)

Cause	**CD-ROM Setup is not specified to appear automatically.**
Remedy	Perform the following procedure.

1. From [Control Panel], click [Play CDs or other media automatically].
2. Select the [Use AutoPlay for all media and devices] check box.
3. Set [Software and games] to [Install or run program].

The message <Specified Paper Different from Set Paper> appears in the Printer Status Window.

Cause **The size of the loaded paper and the specified settings are different from each other as follows.**

- **Examples of printing from the paper cassette:**

A. The Size of the Loaded Paper	B. [Output Size]*1	C. [Register Paper Sizes]*2	Printer Operation
A5	A4	A5	Because the settings for B and C are different from each other, the message appears, and printing is paused.
A4	A4	A5	

*1 The setting located in the [Page Setup] sheet

*2 The setting located in the [Cassette Settings] dialog box in the Printer Status Window

- **Examples of printing from the multi-purpose tray:**

A. The Size of the Loaded Paper	B. [Output Size]*	C. Setting for [Output Size]* for the Previous Job	Printer Operation
A4	A4	A5	Because the settings for B and C are different from each other, the message appears, and printing is paused.
A5	A4	A5	

* The setting located in the [Page Setup] sheet

Remedy If the message appears, perform the following procedures.

- If you want to print paper of the size specified for B
  - Printing from the paper cassette:
    Load the appropriate paper, then specify the appropriate paper size for C.
  - Printing from the multi-purpose tray:
    Load the appropriate paper.
- If you want to print the currently loaded paper
  Click [ ] (Resolve Error) in the Printer Status Window.

Confirming the Printer Features

This printer is provided with a function of Configuration Page Print that allows you to confirm the following current printer status.

- The optional settings of the printer
- The settings for [Device Settings] in the [Options] menu in the Printer Status Window
- [Number of Total Printed Pages]

Use these functions when required after installing and connecting the printer, for example when you want to check the operation.

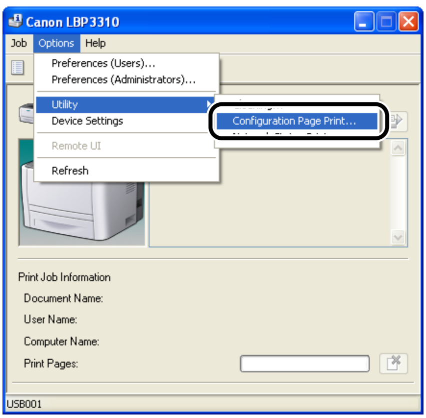
NOTE

- Configuration Page Print is designed to be printed on A4 size paper. Load A4 size paper.
- For details on Network Status Print that allows you to check the version of the optional network board as well as the TCP/IP settings, see "Chapter 4 Troubleshooting" in Network Guide.

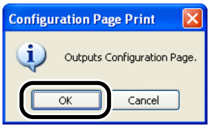
1 Display the Printer Status Window.

For details on methods for displaying the Printer Status Window, see "Displaying the Printer Status Window," on p. 5-35.

2 From the [Options] menu in the Printer Status Window, select [Utility] → [Configuration Page Print].



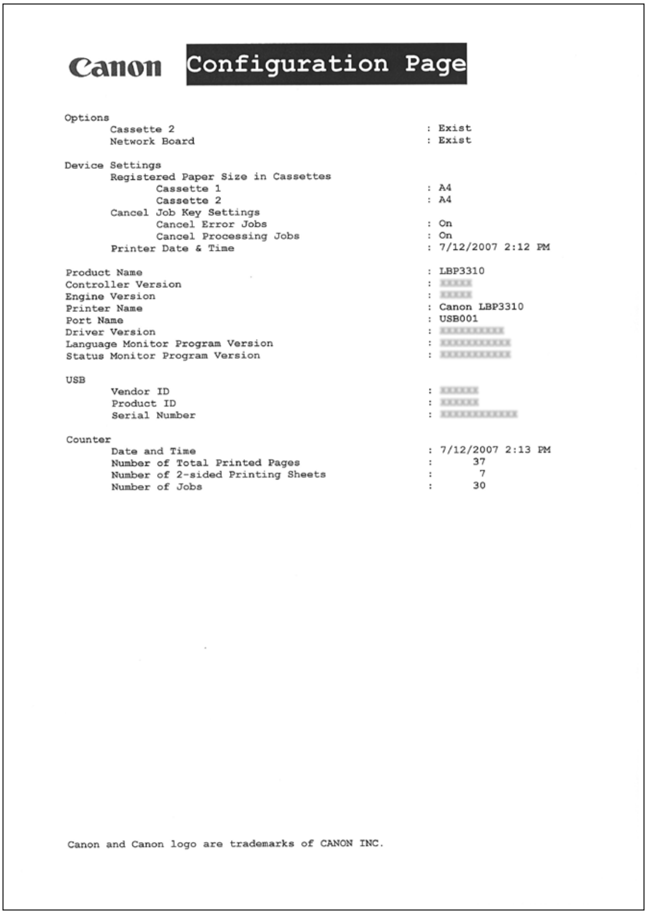
3 Click [OK].



4 Confirm the contents of the Configuration Page Print.

IMPORTANT

This is a sample of Configuration Page Print. The contents may differ from the Configuration Page Print printed by your printer.



Canon **Configuration Page**

```
Options
        Cassette 2                                        : Exist
        Network Board                                     : Exist

Device Settings
        Registered Paper Size in Cassettes
                Cassette 1                                : A4
                Cassette 2                                : A4
        Cancel Job Key Settings
                Cancel Error Jobs                         : On
                Cancel Processing Jobs                    : On
        Printer Date & Time                               : 7/12/2007 2:12 PM

Product Name                                              : LBP3310
Controller Version                                        : [redacted]
Engine Version                                            : [redacted]
Printer Name                                              : Canon LBP3310
Port Name                                                 : USB001
Driver Version                                            : [redacted]
Language Monitor Program Version                          : [redacted]
Status Monitor Program Version                            : [redacted]

USB
        Vendor ID                                         : [redacted]
        Product ID                                        : [redacted]
        Serial Number                                     : [redacted]

Counter
        Date and Time                                     : 7/12/2007 2:13 PM
        Number of Total Printed Pages                     :      37
        Number of 2-sided Printing Sheets                 :       7
        Number of Jobs                                    :      30
```

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Installing the Optional Accessories

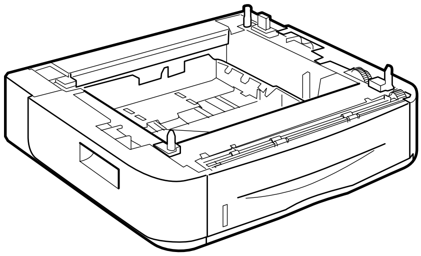
9

CHAPTER

This chapter describes the procedures for installing the optional accessories for the printer.

Paper Feeder

The paper feeder is to be installed at the bottom of the printer.



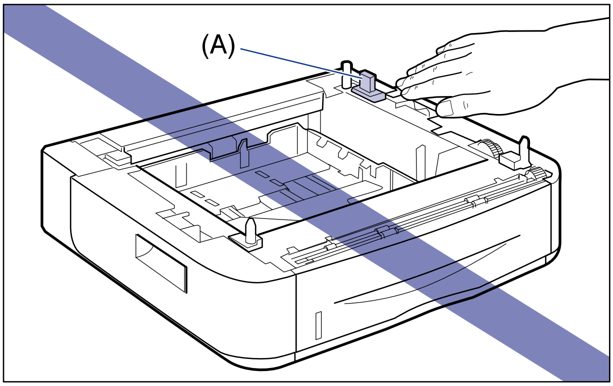
PAPER FEEDER PF-35P

WARNING

Be sure to turn the printer OFF, unplug the power plug, and then disconnect all the interface cables and power cord from the printer before installing the paper feeder. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.

IMPORTANT

- Do not touch the connector (A) in the paper feeder. This may result in damage to the printer or misfeeds.



- If you are printing from Cassette 2, make sure that Cassette 1 is set before printing. If you print from Cassette 2 when Cassette 1 is not set, this will cause paper jams.

NOTE

Load paper in the paper feeder in the same manner as you would load paper in Cassette 1. For details, see "Loading Paper in the Paper Cassette," on p. 3-17.

Moving the Printer

When installing the paper feeder in the printer after installing the printer, move the printer to an appropriate location temporarily using the following procedure.

WARNING

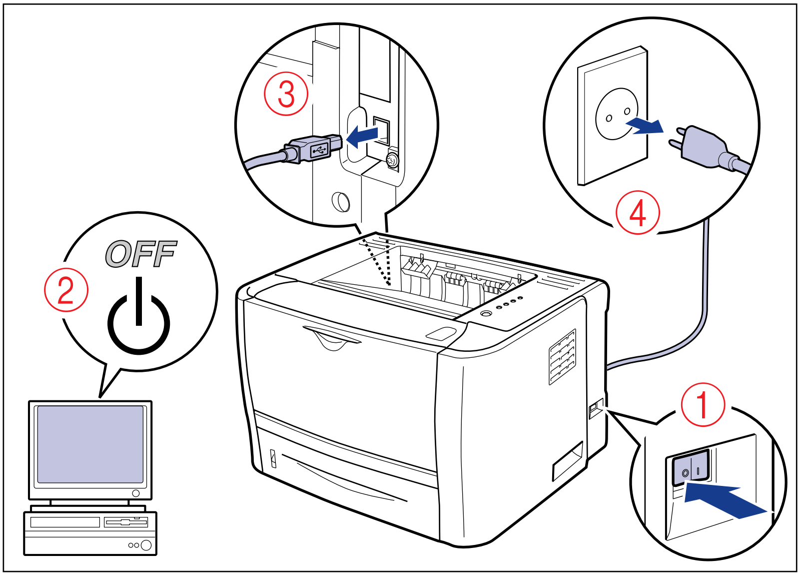
Be sure to turn the printer and computer OFF, unplug the power plug, and then disconnect all the interface cables from the printer before moving the printer. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.

CAUTION

Do not carry the printer with the paper cassette attached. If you do so, the paper cassette may drop, resulting in personal injury.

1 Turn the printer OFF, then disconnect the cables from the printer.

Turn the printer OFF ①.
If a USB cable is connected, turn the computer off ②, and then disconnect the USB cable from the printer ③.
Disconnect the power plug from the AC power outlet ④.



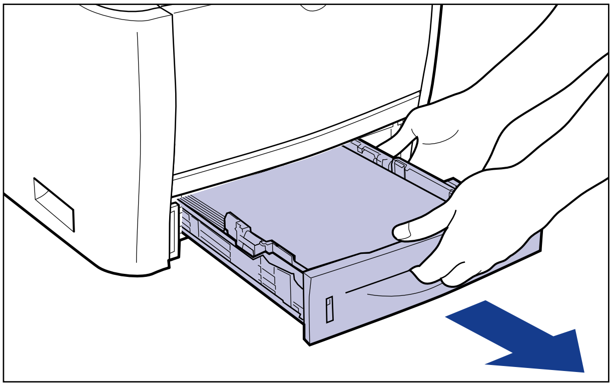
9

Installing the Optional Accessories

2 **Remove the power cord from the printer.**

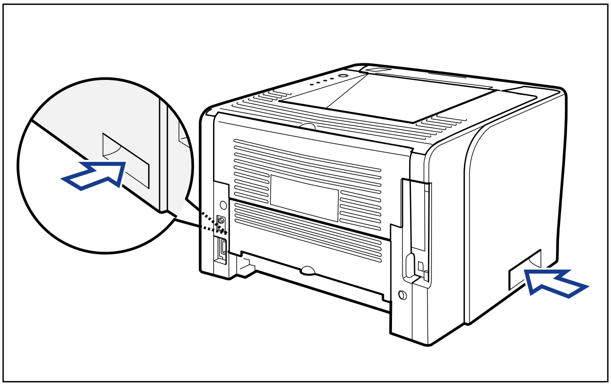
3 **If a LAN cable is connected, disconnect it from the network board.**

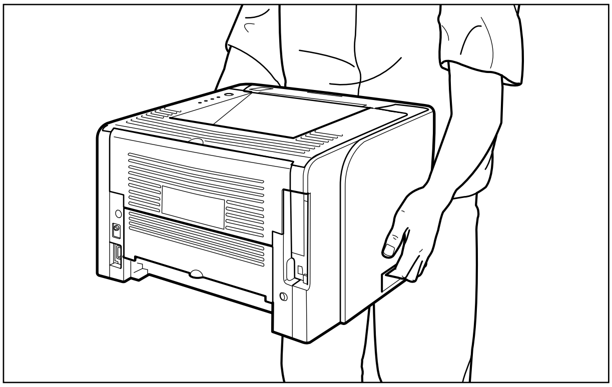
4 **Pull out the paper cassette.**



5 Move the printer from the installation site.

From the front side, securely hold the printer by the lift handles on the lower portion of the printer with both hands.

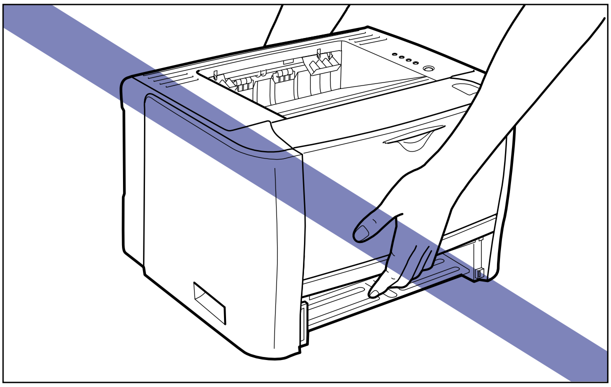


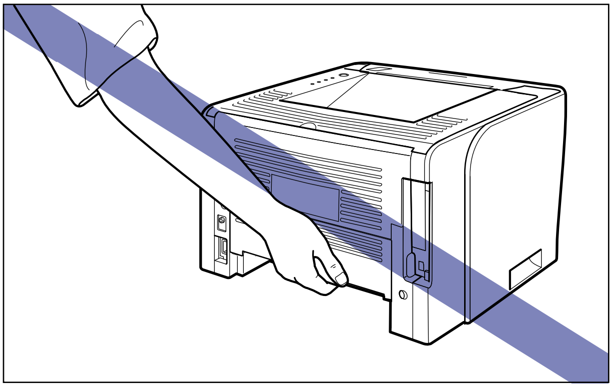


CAUTION

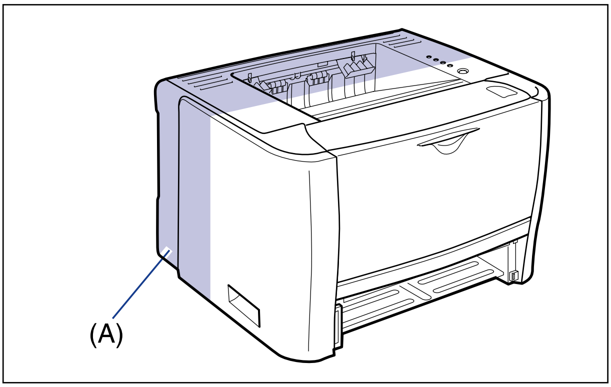
- **This printer weighs approximately 11 kg without the paper cassette installed. Please be careful not to hurt your back or other portions of your body when carrying the printer.**

• **Do not hold the printer by the front portion, rear portion, or any portions other than the lift handles. If you do so, you may drop the printer, resulting in personal injury.**





• **The rear portion (A) of the printer is relatively heavy. Be careful not to become off-balance when lifting the printer. If you do so, you may drop the printer, resulting in personal injury.**



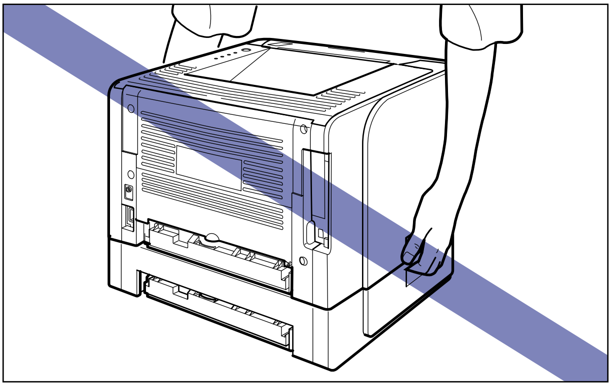
IMPORTANT

Make sure that the front cover and multi-purpose tray are closed before carrying the printer.

Removing the Packing Materials and Installing the Paper Feeder

CAUTION

- **Put the printer or paper feeder down slowly and carefully. Be careful not to hurt your hands.**
- **Do not carry the printer with the paper cassette attached. If you do so, the paper cassette may drop, resulting in personal injury.**
- **Do not carry the printer with the paper feeder installed. If you do so, the paper feeder may drop resulting in personal injury.**



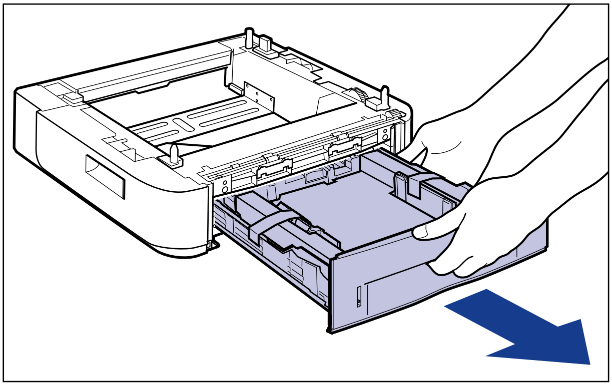
IMPORTANT

- If there are any packing materials remaining inside the paper feeder, this may result in misfeeds or damage to the printer when operating the printer. Be sure to remove all the packing materials following the procedure.
- The removed packing materials are required when transporting the printer for relocation or maintenance. Be sure not to misplace them.

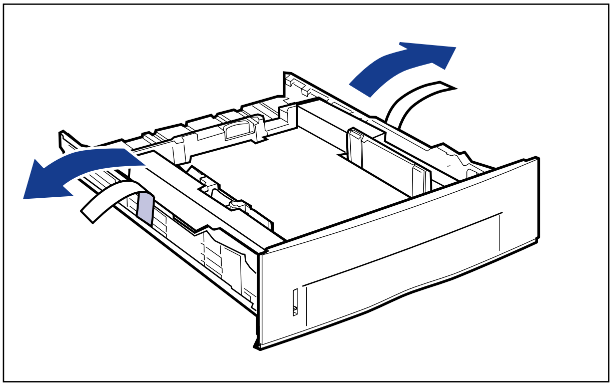
NOTE

The packing materials may be changed in form or placement, or may be added or removed without notice.

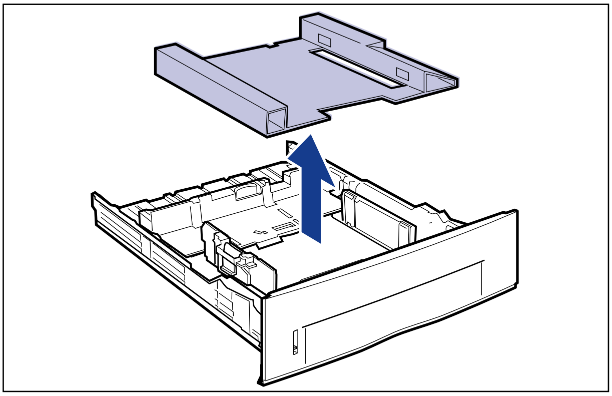
1 **Pull out the paper cassette.**



2 **Remove the tape that is securing the packing material in the paper cassette (2 locations).**

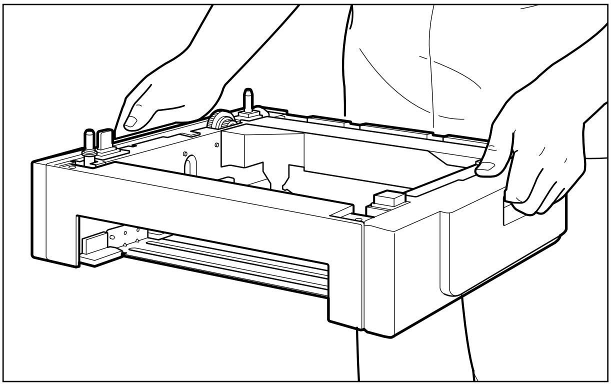


3 Remove the packing material in the paper cassette.



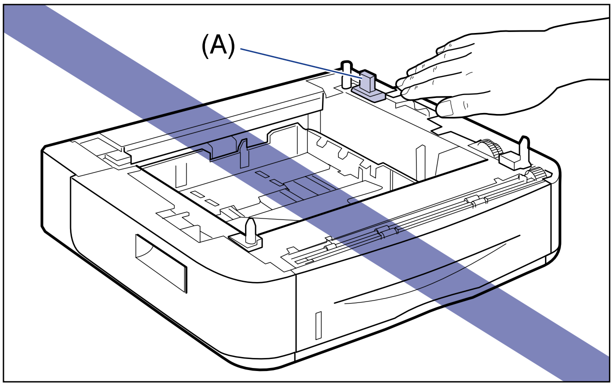
4 Place the paper feeder at the installation site.

When carrying the paper feeder, hold the lift handles on both sides with both hands as shown in the figure.



IMPORTANT

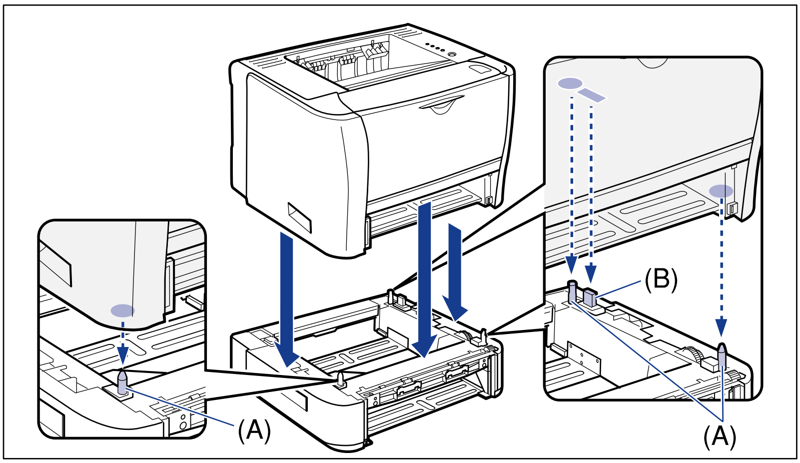
- Do not touch the connector (A) in the paper feeder. This may result in damage to the printer or misfeeds.



- Do not install the paper feeder on a platform that may warp from the weight of the printer and optional accessories, or where the printer is liable to sink (such as a carpet or mat).

5 **Gently place the printer on the paper feeder so that each surface of the printer is flush with the front or side surfaces of the paper feeder.**

Also, match the positioning pins (A) and connector (B) when placing the printer.



IMPORTANT

If the printer cannot be placed on the paper feeder properly, lift the printer once, hold it horizontally, and place it again. If you try to place the printer forcefully without lifting it, the connector and positioning pins may be broken.

6 Set the paper cassettes in the printer and paper feeder.

7 Connect the LAN cable to the network board as needed.

8 Connect the power cord to the printer.

9 Plug the power plug into the AC power outlet.

10 Connect the USB cable to the printer as needed.

IMPORTANT

Be sure to turn the printer ON once when loading paper in the paper cassette for the first time after installing the paper feeder.

Specifying the Status of the Paper Feeder

Specify the status of the paper feeder after installing it using the following procedure.

1 Display the [Printers and Faxes] folder or the [Printers] folder.

Windows 2000

From the [Start] menu, select [Settings] ➞ [Printers].

Windows XP Professional **Windows Server 2003**

From the [Start] menu, select [Printers and Faxes].

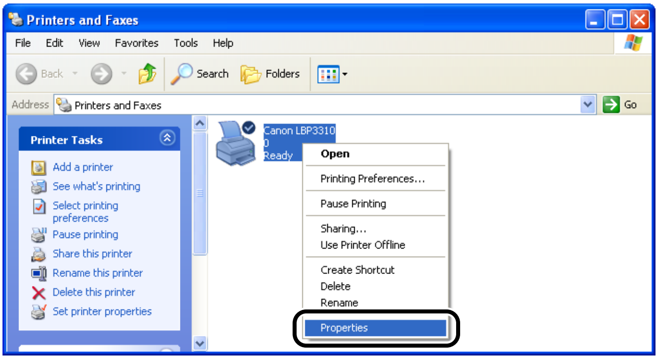
Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] ➞ [Printers and Faxes].

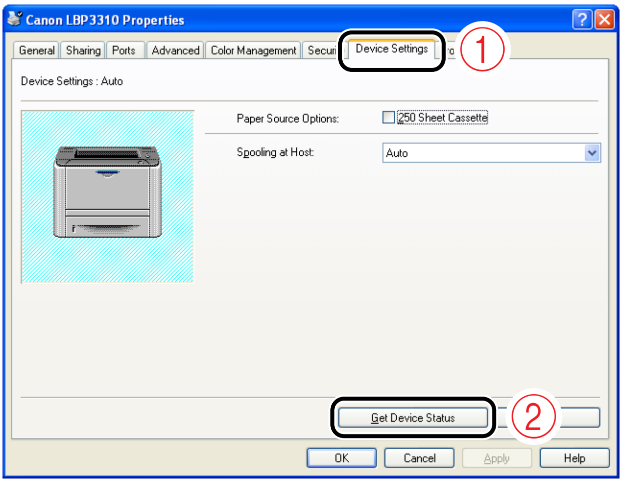
Windows Vista

From the [Start] menu, select [Control Panel], and then click [Printer].

2 Right-click the icon for this printer, then select [Properties] from the pop-up menu.



3 Display the [Device Settings] sheet ①, then click [Get Device Status] ②.



The status of the paper feeder is obtained automatically.

NOTE

If you cannot obtain the status of the paper feeder automatically, select the [250 Sheet Cassette] check box in [Paper Source Options].

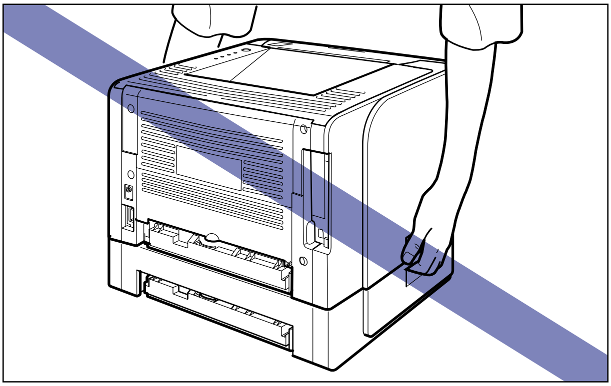
Removing the Paper Feeder

WARNING

Be sure to turn the printer OFF, unplug the power plug, and then disconnect all the interface cables and power cord from the printer before removing the paper feeder. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.

CAUTION

- **Do not carry the printer with the paper cassette attached. If you do so, the paper cassette may drop, resulting in personal injury.**
- **Do not carry the printer with the paper feeder installed. If you do so, the paper feeder may drop resulting in personal injury.**



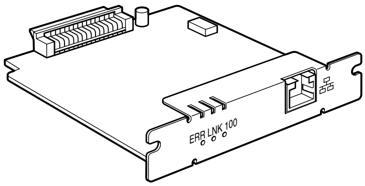
IMPORTANT

When moving or servicing the printer, remove the paper feeder and paper cassette.

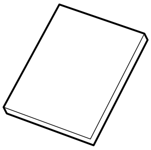
1. Turn the printer OFF.
2. If a USB cable is connected, turn the computer off, and then disconnect the USB cable from the printer.
3. Disconnect the power plug from the AC power outlet.
4. Remove the power cord from the printer.
5. If a LAN cable is connected, disconnect it from the network board.
6. Pull out the paper cassettes from the printer and paper feeder.
7. Lift the printer unit and remove it from the paper feeder.
8. Move the paper feeder.
9. Move back the printer to the installation site.
10. Set the paper cassette in the printer.
11. Connect the LAN cable to the network board as needed.
12. Connect the power cord to the printer.
13. Plug the power plug into the AC power outlet.
14. Connect the USB cable to the printer as needed.

Network Board

Install the network board in the expansion slot located on the rear of the printer.



Network board (NB-C2)



Guide booklet

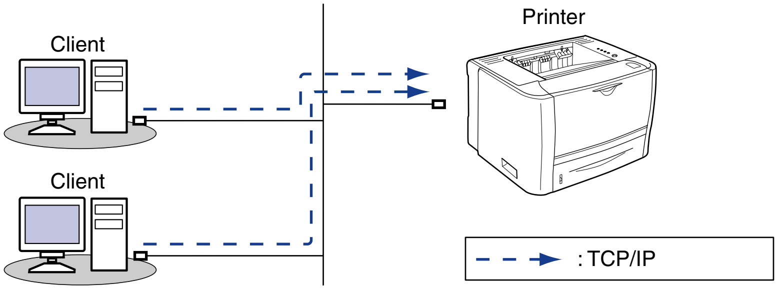


Screws (2 pieces)

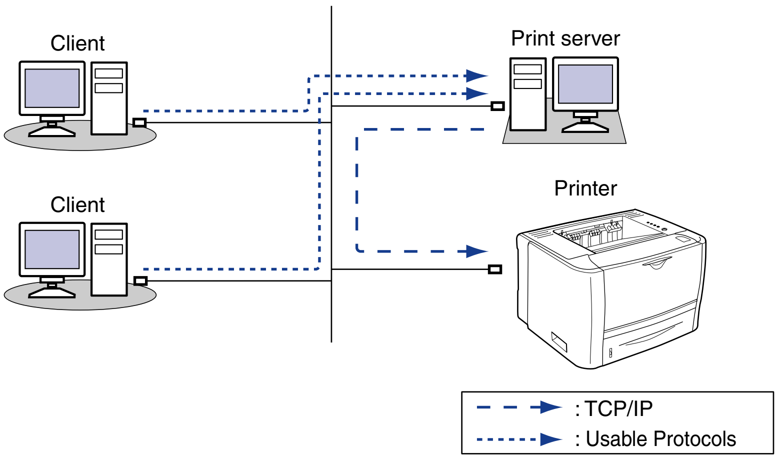
* Depending on the network board, a CD-ROM may be supplied with it.

By installing the optional network board, you can use LBP3310 as a printer directly connected to a network.

■ Connecting the printer directly to the computer



■ Connecting the printer to the computer via a print server



* If you want to connect this printer via a print server, you must perform the following settings.

1. Install the printer driver on the print server. (See Network Guide)
2. Configure the print server. (See p. 4-36)
3. Install the printer driver on a client computer. (See p. 4-46)

CAUTION

- **Be sure to turn the printer OFF, unplug the power plug, and then disconnect all the interface cables and power cord from the printer before installing the network board. If a USB cable is connected, turn the computer off, and then remove the USB cable. If you attempt to install the network board when the printer is ON or when any cables are connected to the printer, this may result in an electrical shock.**
- **Be careful when handling the network board. Touching the edges or any sharp parts of the network board may result in personal injury.**

IMPORTANT

- The network board contains components that are sensitive to static electricity. Observe the following precautions when handling the network board to prevent damage from static electricity.
  - Touch a metal object to dissipate static electricity before handling the network board.
  - When handling the network board, do not touch anything that generates static electricity such as the computer display.
  - Do not touch the network board parts, printed circuits, or connectors with your hands.
  - To prevent the network board from being affected by static electricity, keep it in the protective bag until it is ready to be installed. You will need the protective bag after you remove the network board to hold it. Keep the protective bag. Dot not discard it.
- The firmware versions of the network board compatible with this printer are as follows.

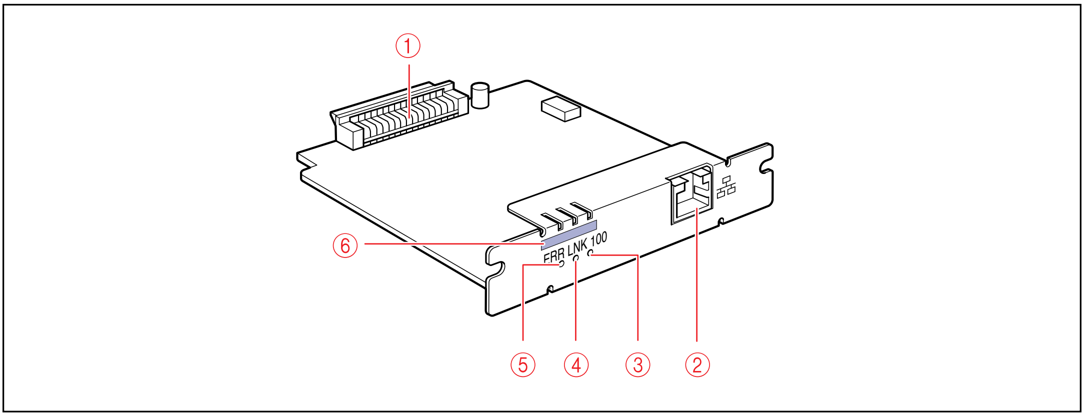
Printer	Firmware Version of the Network Board
LBP3310	Ver. 1.30 or later

If the firmware version is not 1.30 or later, the printer may not operate properly. Make sure that the version is 1.30 or later after installing the network board and the printer driver.
If the version is not 1.30 or later, update the firmware of the network board using the update file in the "NB-C2_Firmware" folder in the CD-ROM supplied with the printer. For details on the procedures for checking and updating the firmware version, see the README file in the "NB-C2_Firmware" folder.
Also, you can download the firmware update file from the Canon website.

NOTE

This network board does not come with a LAN cable or a hub. Have cables or a hub ready as needed.
Use a Category 5 twisted pair cable for the LAN.

Parts and Their Functions



① **Printer Connector**

Connects to the printer. Do not touch the connector directly with your hands.

② **LAN Connector**

Connects to a 10BASE-T/100BASE-TX LAN cable.

③ **100 Indicator (Green)**

Comes on if the network board is connected to the network by 100BASE-TX.
Does not come on when connected by 10BASE-T.

④ **LNK Indicator (Green)**

Comes on if the network board is connected to the network properly.

⑤ **ERR Indicator (Orange)**

Comes on or blinks if the network board is not working properly.

⑥ **MAC Address**

Required when setting the IP address using the ARP/PING command. This may be also required when installing the printer driver.

Installing the Network Board

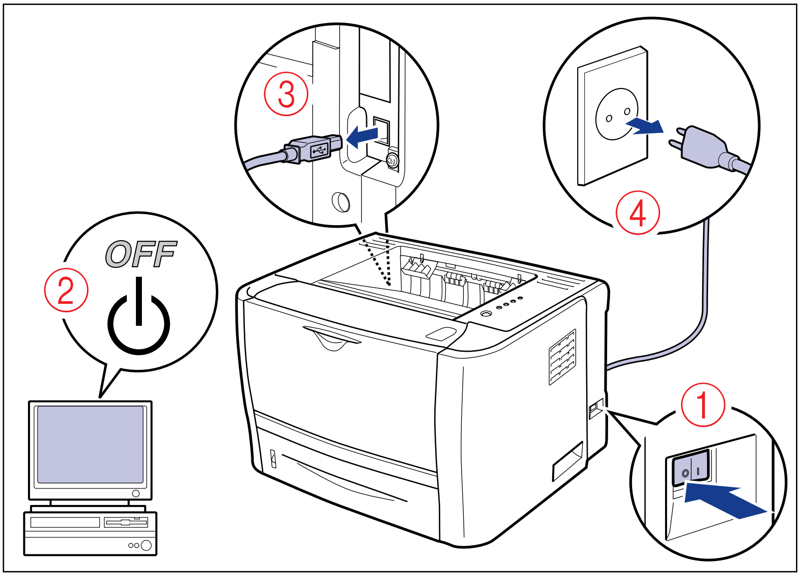
Install the network board in the expansion slot of the printer using the following procedure.

NOTE

A Phillips screwdriver is required for installing the network board. Have a screwdriver ready in advance that matches the size of the screws.

1 **Turn the printer OFF, then disconnect the cables from the printer.**

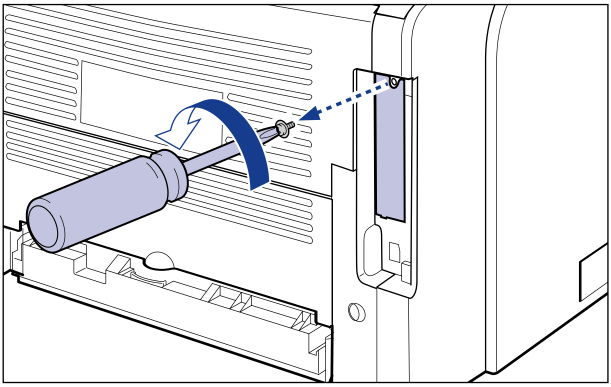
Turn the printer OFF ①.
If a USB cable is connected, turn the computer off ②, and then disconnect the USB cable from the printer ③.
Disconnect the power plug from the AC power outlet ④.



2 **Remove the power cord from the printer.**

If there is insufficient space to install the network board, move the printer to a place where you can work easier.

3 Remove the screws and remove the protective plate for the expansion slot.

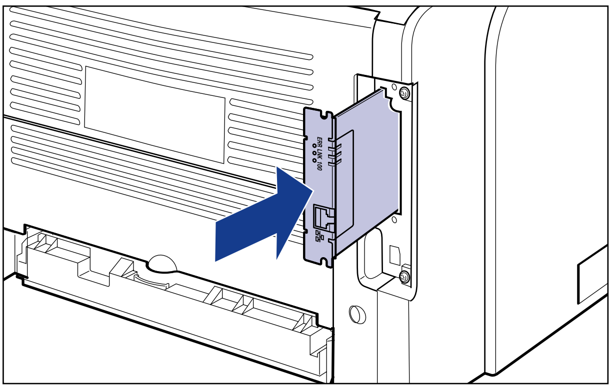


IMPORTANT

- Do not drop screws, paper clips, staples, or other metal objects inside the printer. If any of these objects should drop inside the printer, do not plug the power plug into the AC power outlet and contact your local authorized Canon dealer.
- Be sure not to misplace the removed protective plate and screws. You will need them after you remove the network board.

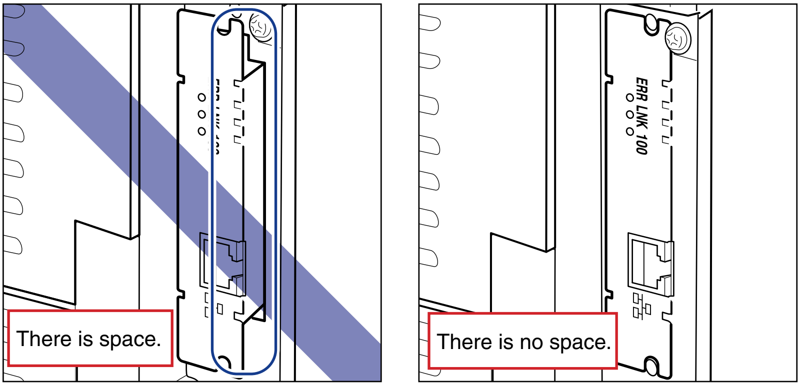
4 Insert the network board into the expansion slot in the orientation shown in the figure.

Hold the metal panel portions of the network board and insert the board straight while aligning it with the guide rails inside the expansion slot.



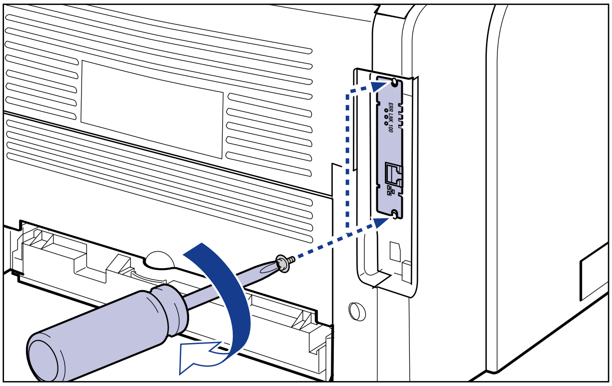
IMPORTANT

- Do not touch the network board parts, printed circuits, or connectors with your hands.
- Insert the network board securely so that there is no space between the expansion slot and the panel portion of the network board.

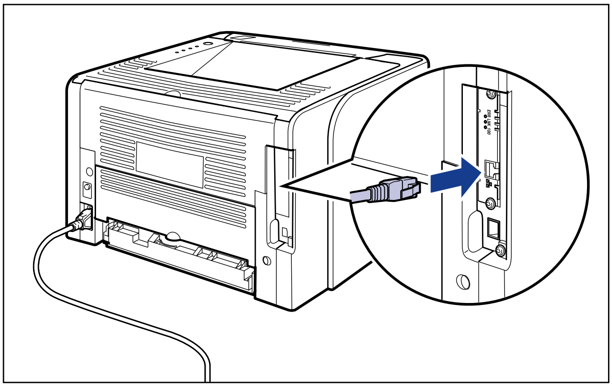


- Keep the protective bag for the network board. You will need it after you remove the network board.

5 Secure the top and bottom portions of the network board with the two screws supplied with the network board.



6 Connect the LAN cable to the LAN connector of the network board.

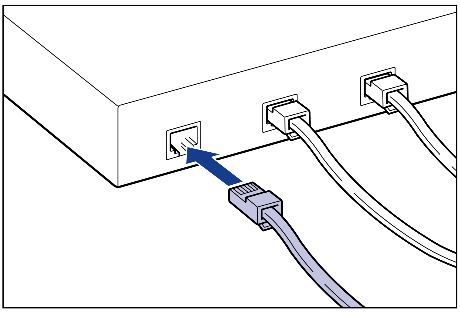


NOTE

This network board does not come with a LAN cable or a hub. Have cables or a hub ready as needed.

Use a Category 5 twisted pair cable for the LAN.

7 Connect the other end of the LAN cable to the hub.



8 Connect the power cord to the printer.

9 Plug the power plug into the AC power outlet.

10 Connect the USB cable to the printer as needed.

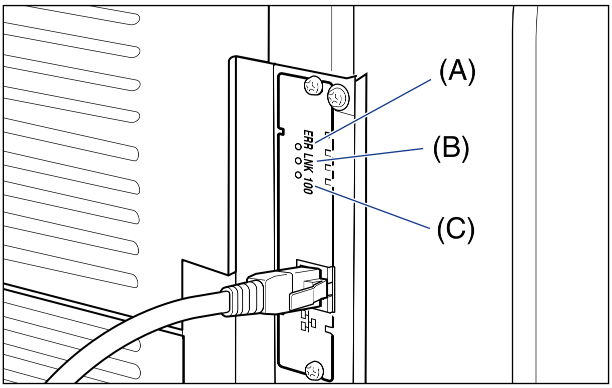
11 Turn the printer ON.

IMPORTANT

If the printer does not operate properly, or an error message appears in the Printer Status Window, see "Troubleshooting," on p. 8-1.

12 Make sure that the LNK indicator (green) on the network board is on.

If the network board is connected by 10BASE-T, the board is working properly when the LNK indicator is on.
If the network board is connected by 100BASE-TX, the board is working properly when the LNK indicator and 100 indicator are on.
((A): ERR Indicator (B): LNK Indicator (C): 100 Indicator)



● If the network board is not working properly

Turn the printer OFF, then check the following.

- Whether the LAN cable is connected properly
- Whether the hub operates properly
- Whether the network board is installed properly

IMPORTANT

The firmware versions of the network board compatible with this printer are as follows.

Printer	Firmware Version of the Network Board
LBP3310	Ver. 1.30 or later

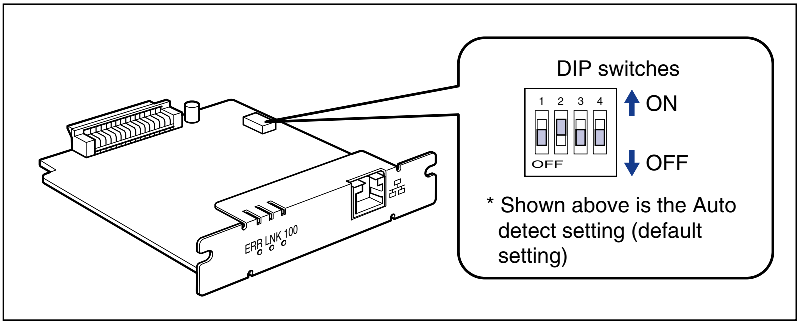
If the firmware version is not 1.30 or later, the printer may not operate properly. Make sure that the version is 1.30 or later after installing the network board and the printer driver.
If the version is not 1.30 or later, update the firmware of the network board using the update file in the "NB-C2_Firmware" folder in the CD-ROM supplied with the printer.
For details on the procedures for checking and updating the firmware version, see the README file in the "NB-C2_Firmware" folder.
Also, you can download the firmware update file from the Canon website.

Setting the Network Board

The default value of the network board is set at "Auto detect". Usually, you do not need to change the setting, since the transmission speed and transfer mode of 10BASE-T/100BASE-TX are detected automatically.
If the printer cannot communicate with other devices on the network, you can specify the transmission speed and transfer mode by setting the DIP switches using the following procedure. Set the DIP switches according to the transmission speed of the connected network as follows.

IMPORTANT

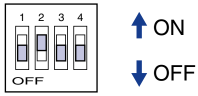
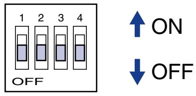
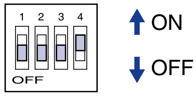
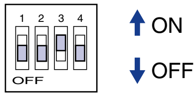
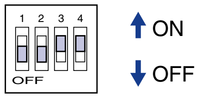
When setting the DIP switches, be careful not to damage the main board with a small tool such as the tip of a ball-point pen. Do not use a sharp object such as a mechanical pencil.



NOTE

A Phillips screwdriver is required for removing or installing the network board. Have a screwdriver ready in advance that matches the size of the screws.

■ Setting the Network Transmission Speed/Transfer Mode and the DIP Switches

Communication speed and Transmission mode of LAN	DIP switch setting
Auto detect (default setting)	
10BASE-T/Half-duplex	
10BASE-T/Full-duplex	
100BASE-TX/Half-duplex	
100BASE-TX/Full-duplex	

1 **Turn the printer OFF.**

2 **If a USB cable is connected, turn the computer off, and then disconnect the USB cable from the printer.**

3 **Disconnect the power plug from the AC power outlet.**

4 **Remove the power cord from the printer.**

5 **Disconnect the LAN cable from the network board.**

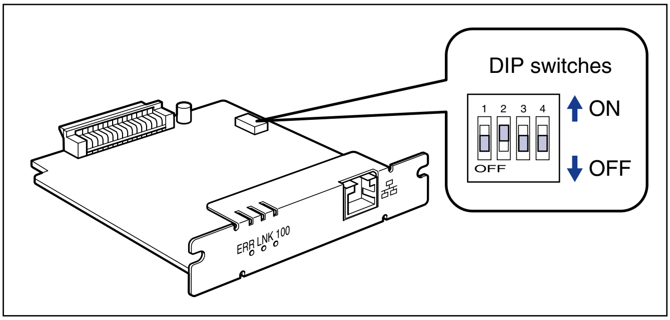
6 **Remove the two screws and remove the network board.**

IMPORTANT

- Do not touch the network board parts, printed circuits, or connectors with your hands.
- Do not drop screws, paper clips, staples, or other metal objects inside the printer. If any of these objects should drop inside the printer, do not plug the power plug into the AC power outlet and contact your local authorized Canon dealer.

7 Set the DIP switches.

Set the DIP switches with a small tool such as the tip of a ball-point pen. For details on methods for setting the DIP switches, see the table of p. 9-25.



IMPORTANT

When setting the DIP switches, be careful not to damage the main board with a small tool such as the tip of a ball-point pen. Do not use a sharp object such as a mechanical pencil.

8 Insert the network board into the expansion slot.

Hold the metal panel portions of the network board and insert the board straight while aligning it with the guide rails inside the expansion slot.

IMPORTANT

- Do not touch the network board parts, printed circuits, or connectors with your hands.
- Insert the network board securely.

9 **Secure the top and bottom portions of the network board with the two screws supplied with the network board.**

10 **Connect the LAN cable to the network board.**

11 **Connect the power cord to the printer.**

12 **Plug the power plug into the AC power outlet.**

13 **Connect the USB cable to the printer as needed.**

Resetting the Network Board

If you want to reset the network board to the default values, use any one of the following methods. For details, see "Network Guide".

- Remote UI
- FTP Client
- NetSpot Device Installer

Even if none of the above methods work, you can reset the settings for the network board by setting the DIP switches using the following procedure.

NOTE

A Phillips screwdriver is required for removing or installing the network board. Have a screwdriver ready in advance that matches the size of the screws.

1 **Turn the printer OFF.**

2 **If a USB cable is connected, turn the computer off, and then disconnect the USB cable from the printer.**

3 **Disconnect the power plug from the AC power outlet.**

4 **Remove the power cord from the printer.**

5 **Disconnect the LAN cable from the network board.**

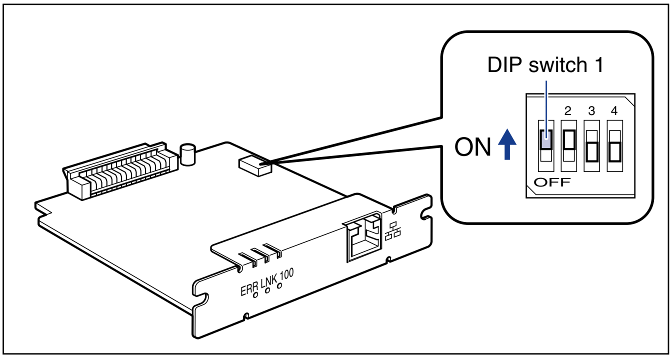
6 **Remove the two screws and remove the network board.**

IMPORTANT

- Do not touch the network board parts, printed circuits, or connectors with your hands.
- Do not drop screws, paper clips, staples, or other metal objects inside the printer. If any of these objects should drop inside the printer, do not plug the power plug into the AC power outlet and contact your local authorized Canon dealer.

7 **Switch the DIP switch 1 to ON.**

Set the DIP switches with a small tool such as the tip of a ball-point pen.



IMPORTANT

When setting the DIP switches, be careful not to damage the main board with a small tool such as the tip of a ball-point pen. Do not use a sharp object such as a mechanical pencil.

8 Insert the network board into the expansion slot.

Hold the metal panel portions of the network board and insert the board straight while aligning it with the guide rails inside the expansion slot.

IMPORTANT

- Do not touch the network board parts, printed circuits, or connectors with your hands.
- Insert the network board securely.

9 Secure the top and bottom portions of the network board with the two screws supplied with the network board.

10 Connect the power cord to the printer.

11 Plug the power plug into the AC power outlet.

12 Turn the printer ON, then wait until the ◯ (Ready) indicator comes on.

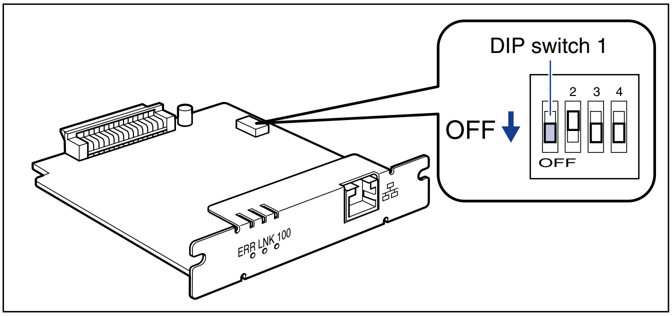
13 Turn the printer OFF.

14 Disconnect the power plug from the AC power outlet.

15 Remove the power cord from the printer.

16 Remove the network board, then reset the DIP switch 1 to OFF.

Set the DIP switches with a small tool such as the tip of a ball-point pen.



IMPORTANT

- Do not touch the network board parts, printed circuits, or connectors with your hands.
- Do not drop screws, paper clips, staples, or other metal objects inside the printer. If any of these objects should drop inside the printer, do not plug the power plug into the AC power outlet and contact your local authorized Canon dealer.
- When setting the DIP switches, be careful not to damage the main board with a small tool such as the tip of a ball-point pen. Do not use a sharp object such as a mechanical pencil.

17 Install the network board.

18 Connect the LAN cable to the network board.

19 Connect the power cord to the printer.

20 Plug the power plug into the AC power outlet.

21 Connect the USB cable to the printer as needed.

Removing the Network Board

Remove the network board using the following procedure. Have ready the protective plate and screws that were removed from the expansion slot when the network board was initially installed.

CAUTION

- **Be sure to turn the printer and computer OFF and disconnect all the interface cables and power cord from the printer before removing the network board. If a USB cable is connected, turn the computer off, and then remove the USB cable. If you attempt to remove the network board when the printer is ON or when any cables are connected to the printer, this may result in an electrical shock.**
- **Be careful when handling the network board. Touching the edges or any sharp parts of the network board may result in personal injury.**

---

1 Turn the printer OFF.

2 If a USB cable is connected, turn the computer off, and then disconnect the USB cable from the printer.

3 Disconnect the power plug from the AC power outlet.

4 Remove the power cord from the printer.

5 Disconnect the LAN cable from the network board.

6 Remove the two screws and remove the network board.

Store the removed network board in the original protective bag.

IMPORTANT

- Do not touch the network board parts, printed circuits, or connectors with your hands.
- Do not drop screws, paper clips, staples, or other metal objects inside the printer. If any of these objects should drop inside the printer, do not plug the power plug into the AC power outlet and contact your local authorized Canon dealer.
- Be sure not to misplace the removed screws. You will need them when you install the network board again.

7 **Attach the protective plate to the expansion slot and secure it with the screws.**

8 **Connect the power cord to the printer.**

9 **Plug the power plug into the AC power outlet.**

10 **Connect the USB cable to the printer as needed.**

Appendix

10

CHAPTER

This chapter describes the printer specifications and index.

Specifications

Hardware Specifications

Type		Desktop Page Printer
Printing method		Electrophoto Method (On-demand fixing)
Printing speed **Plain paper (60 to 89 g/m^2)**		If printing A4 size paper continuously 26 pages/min. * Print speed may drop in stages, depending on the paper size, paper type, print copies, and the settings of the fixing mode. (This is because the safety function that prevents damage caused by heat becomes active.)
Warm-up time **(20 °C (68 °F))**		0 second from standby mode (approx. 8 seconds or less from power ON) * May vary depending on the use conditions (such as the toner cartridge you are using, availability of the optional accessories, and installation environment).
First print time		When printing A4/outputting face-down Approx. 6.5 seconds or less * May vary depending on the toner cartridge you are using or output environment.
Paper size	**Cassette 1** **Cassette 2 (Optional)**	- Standard sizes A4, B5, A5, Legal, Letter, Executive, 16K - Custom paper sizes Width 148.0 to 215.9 mm; Length 210.0 to 355.6 mm Paper capacity: approx. 250 sheets (64 g/m^2)
	Multi-purpose tray	- Standard sizes A4, B5, A5, Legal, Letter, Executive, 16K, Envelope DL, Envelope COM10, Envelope C5, Envelope Monarch, Index Card - Custom paper sizes Width 76.2 to 215.9 mm; Length 127.0 to 355.6 mm Paper capacity: approx. 50 sheets (64 g/m^2)
Automatic 2-sided printing		A4, Legal, Letter

Paper output		Face-down/Face-up
Output capacity		Face-down Output Tray: approx. 125 sheets (64 g/m^2) Face-up Output Slot: 1 sheet
Noise (Declared noise emission in accordance with ISO 9296)		Lwad (declared A-weighted sound power level (1 B = 10 dB)) During standby: Background noise level During operation: 6.81 B or less Sound pressure level (Bystander position) During standby: Background noise level During operation: 55 dB (A) or less
Operating environment (Printer unit only)		Operating environment temperature: 10 to 32.5 °C (50 to 90.5 °F) Humidity: 20 to 80 % RH (no condensation)
Host interface		USB interface - USB 2.0 Hi-Speed/USB Full-Speed (USB1.1 equivalent) Network interface - 10BASE-T/100BASE-TX (RJ-45) Full duplex; Half duplex
User interface		5 LED indicators 1 Operation key
Power supply		110 - 127 V (± 10 %) 50/60 Hz (± 2 Hz) 220 - 240 V (± 10 %) 50/60 Hz (± 2 Hz)
Power consumption (at temperature of 20 °C (68 °F))		110 - 127 V Average during operation: approx. 372 W Average during standby: approx. 4 W Maximum: 890 W or less 220 - 240 V Average during operation: approx. 392 W Average during standby: approx. 4 W Maximum: 950 W or less
Consumables	**Toner cartridge**	Number of printable pages: approx. 3,000 pages*1 or 7,000 pages*1 (Canon Genuine Cartridge) *1 When the pages are on the basis of "ISO/IEC 19752"*2 on printing A4 size paper with the default print density setting *2 "ISO/IEC 19752" is the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that may contain printer components" issued by ISO (International Organization for Standardization).

<table>
<tr><td rowspan="2">Weight</td><td>Printer unit and included parts</td><td>Printer unit
(excluding the toner cartridge)............approx. 11.2 kg
Toner cartridge ....approx. 0.8 kg</td></tr>
<tr><td>Consumables and optional accessories</td><td>Toner cartridge (Canon Genuine Cartridge)
(Number of printable pages: approx. 3,000 pages)
....approx. 0.8 kg
Toner cartridge (Canon Genuine Cartridge)
(Number of printable pages: approx. 7,000 pages)
....approx. 1.0 kg
PAPER FEEDER PF-35P
(Including the cassette) ....approx. 3.5 kg</td></tr>
</table>

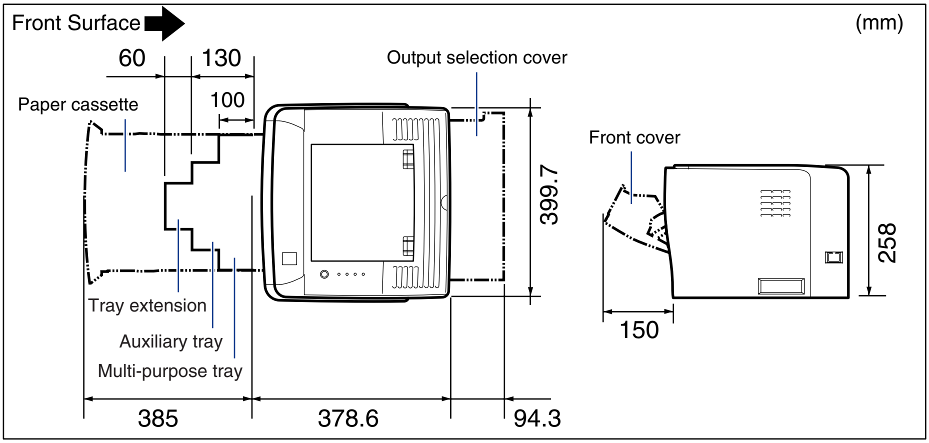
Software Specifications

Printing software	CAPT (Canon Advanced Printing Technology)
Printable area	Data cannot be printed within 5.0 mm margins on all sides of the paper. (10 mm for envelopes and Index Card) * If you print a document with no margins, specify the following setting. 1. Click [Finishing Details] in the [Finishing] sheet. 2. Select the [Print with Upper Left of Sheet as Starting Point] check box. If data is printed with the edges missing even after the above setting is specified, specify the scaling factor in the printer driver to print smaller so that all of the document will fit on one sheet of paper, and then print again.

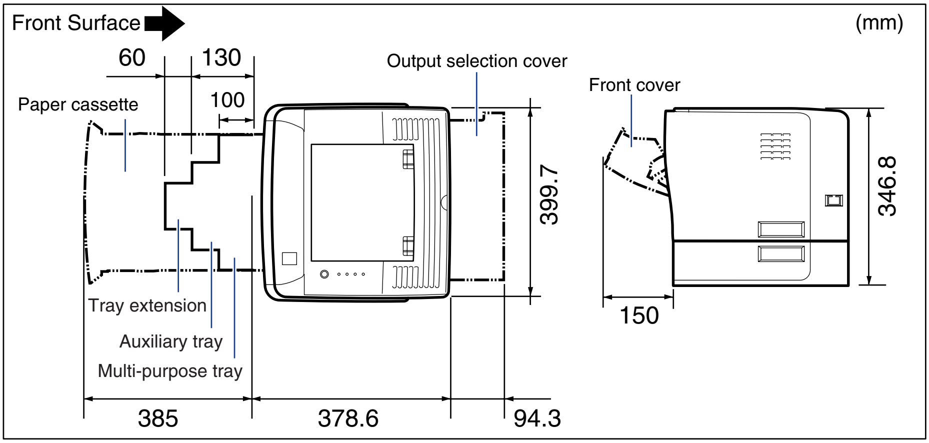
Dimensions of Each Part

■ Printer unit

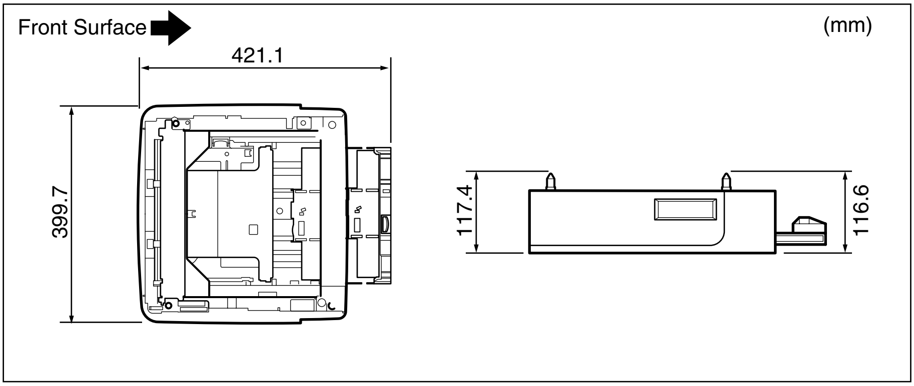
• Standard configuration



• With the paper feeder installed



■ Paper Feeder Unit PF-35P



NetSpot Device Installer

The supplied CD-ROM includes the "NetSpot Device Installer", which is a utility that can initialize the settings of a printer connected to the network, as well as the printer driver. "NetSpot Device Installer" is software that allows you to easily initialize the settings of printers connected to the network.

For more details on "NetSpot Device Installer", see "Network Guide".

NOTE

When the printer driver is installed from CD-ROM Setup, the initial settings for the network are performed automatically. Use "NetSpot Device Installer" as needed if you want to reset the IP address manually without using CD-ROM Setup.

Checking the Processor Version of Windows Vista

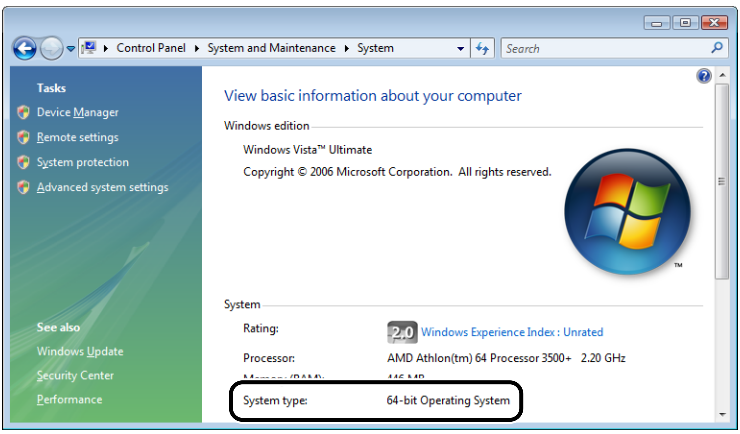
If you are not sure whether you are using 32-bit Windows Vista or 64-bit Windows Vista, you can check that using the following procedure.

1 **From the [Start] menu, select [Control Panel].**

2 **Click [System and Maintenance] → [System].**

3 **Check the processor version of Windows Vista in [System type].**

For 32-bit Windows Vista, [32-bit Operating System] appears.
For 64-bit Windows Vista, [64-bit Operating System] appears.



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Appendix

Confirming the Setting for [Spooling at Host]

You can confirm the setting for [Spooling at Host] (whether the jobs are processed in the computer) using the following procedure.

1 **Display the [Printers and Faxes] folder or the [Printers] folder.**

Windows 2000

From the [Start] menu, select [Settings] ➞ [Printers].

Windows XP Professional **Windows Server 2003**

From the [Start] menu, select [Printers and Faxes].

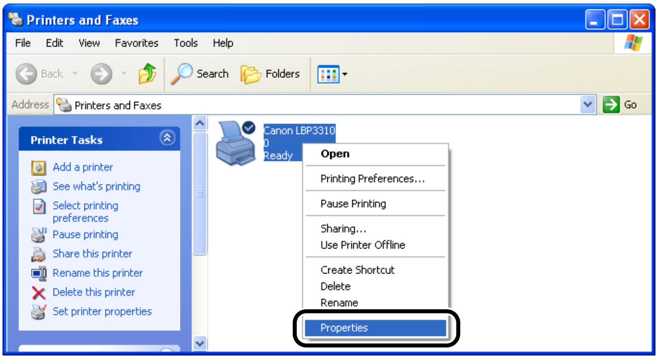
Windows XP Home Edition

From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] ➞ [Printers and Faxes].

Windows Vista

From the [Start] menu, select [Control Panel], and then click [Printer].

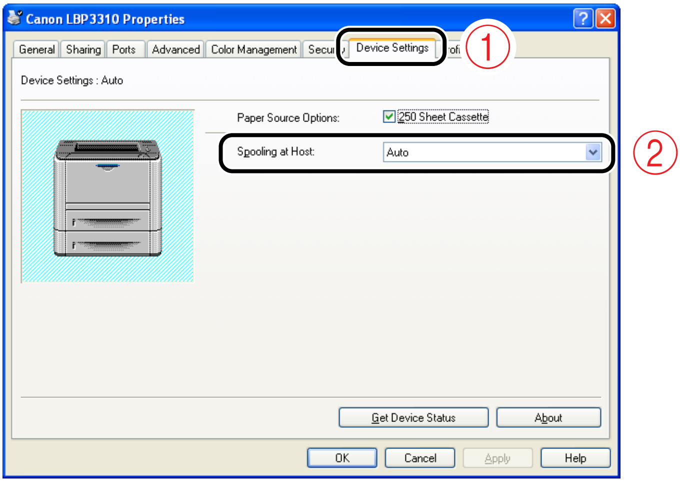
2 **Right-click the icon for this printer, then select [Properties] from the pop-up menu.**



10

Appendix

3 Display the [Device Settings] sheet ①, then confirm the setting for [Spooling at Host] ②.



NOTE

If [Disabled] is specified, some options are disabled.

Index

Numerics

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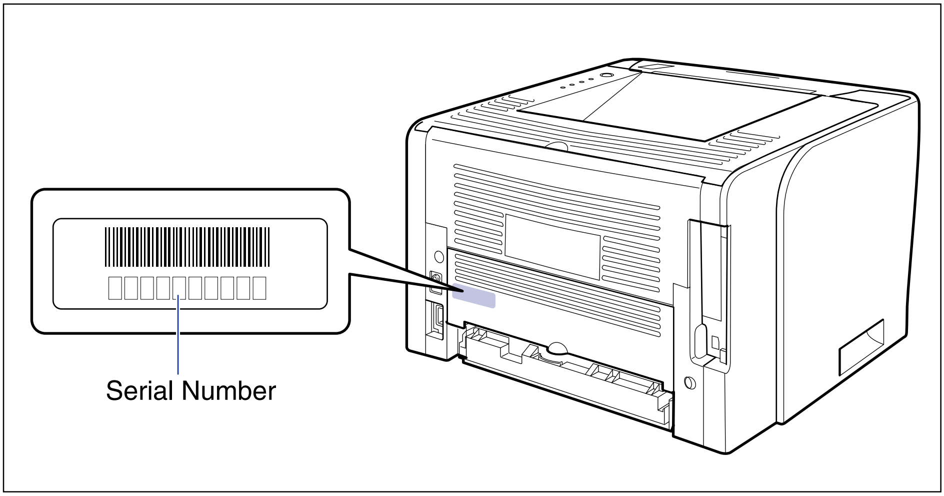
Location of the Serial Number

The serial number is required for receiving maintenance service. The serial number for this printer can be found at the locations shown in the following figure.

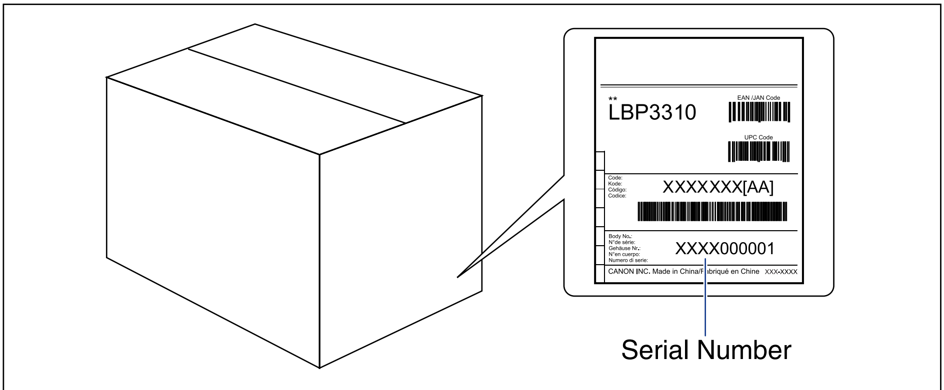
IMPORTANT

The labels on which the serial number is indicated are required for printer service or maintenance. Do not remove them.

■ Rear of the Printer



■ Outside View of the Packaging Box



CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan
CANON U.S.A., INC.
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